

January 1, 2004

**Comment:** Always date your correspondence.

Paige Turner  
Harley Quinn Books  
NY, NY 55555

**Comment:** Make sure you have targeted the correct editor at the correct address, and names are spelled correctly.

Dear Ms. Turner,

We spoke at the Sexy Sirens conference in New York two weeks ago, at which time I had pitched my proposal, *Full Frontal Male*, and you had kindly requested to see the complete manuscript. *Full Frontal Male* is a 60,000 word manuscript targeted for the Hot Studs line.

**Comment:** Introduce yourself, and if appropriate, remind us if we met before.

**Comment:** Introduce your project: what line are you targeting, what is the title and word count?

Set in the Texas countryside, my guarded-heart rodeo-riding hero is a hot-blooded alpha male who was abandoned at birth by his mother and raised by a foster family. My heroine is a city gal reporter with a fear of intimacy who has never even seen a cow up close, but is assigned to interview the hero for a feature article. There's plenty of tension, romance and hot boiling passion that threatens to set the pages on fire and burn up the manuscript in your hands.

**Comment:** Give a brief plot summary; a snapshot of your book.

While I have not yet been published, I have won several writing contests, including first place in the Sexy Stud Stories 1993. I have been a member of RWA for three years and hope that my manuscript will be what you are looking for.

**Comment:** Tell us your credentials: what organizations you belong to, contests you've won and most importantly, if/where you've been published before.

I look forward to hearing from you, and thank you for your time and consideration.

**Comment:** Thank the editor for their time.

Sincerely,

Anita Break  
555 Papercut Drive  
Libraria, SC, 55555  
Phone: 555-555-5555  
Email: writersblock@book.com

**Comment:** Be sure to include your signature (real name, no pseudonyms, please!) and all of your contact information.

Enc: Synopsis, return envelope

**Comment:** Tell us what is included in the submission.