Appendix F: Sample Query Letter

September 24, 2014

XYZ Publishing House
1000 No Name Avenue
New York, NY 00000

Dear [Editor's name],
I am an award-winning and highly experienced principal who would like to share what I have learned by writing a book. My professional writing experience includes preparing program and curriculum guides for my school district and articles for *Principal*, *ERS Spectrum*, *Washington State Kappan*, and *Washington Principal*. I have two themes in mind for my book and would appreciate your guidance. Please review the following ideas and let me know if one or both would be of interest to XYZ Publishing House.

Tentative Title 1: *Active Boys, Active Men: What Schools Can Learn*

Every classroom has active boys. These are the eager, energetic males who cannot stay in their seats, whose grades are marginal or failing, but who are "good with their hands." These crafty guys can repair malfunctioning staplers, operate classroom projection systems, and get science equipment—such as bottle rocket launchers—to work. But when it comes to writing a coherent essay, passing an end of term science exam, or completing lengthy research reports they are lost. Without the right supports active boys struggle academically, become discipline problems, or drop out of school. In the right educational environment, however, active boys *can* succeed. This book will identify the attributes of active boys, describe how to create supportive school environments, and provide practical instructional strategies for K-12 teachers. It will include illuminating interviews with active men who "work with their hands" in successful careers as plumbers, construction workers, auto mechanics, electricians, carpenters, and the like.

Potential audience: K-12 teachers, school administrators, and counselors.

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Tentative Title 2: *The Power of Teaming: What Organizational Leaders Can Teach Us*

A highly effective organization is the dream of every professional in a leadership role. In the business world, a top-notch organization brings financial stability, employee and customer loyalty, and an impressive corporate identity. In education, a thriving organization is characterized by a strong vision, high achievement, energized staff members, and supportive communities. Whatever the organization, effective teaming between management and staff—as well as manager to manager and staff member to staff member—is the key to success.

Team-building topics include the science behind social behaviors, leadership vision, team trust and values, and communication—the power of listening.

Potential audience: educators and other professionals in leadership roles.

Thank you for taking the time to review my theme proposals. I plan to prepare a prospectus for your consideration once I have settled on a theme. Meanwhile, I look forward to hearing from you.

Respectfully,
[Name and contact information]

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