# Sample Business and Email Query Letter, by Norm Goyer

Below is a combo business and email query letter that is simple.

I read many sample query letters and found several which appear to meet all the criteria for a letter that will tweak the Editor's interest. I changed one of the letters to meet current styles of query letters. Norm

*(note: the following letter would also make a good email query by eliminating the first paragraph and using the following for the subject line.)*
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Subject: Query for "Disability Etiquette 101, word count 1200 *In addition you must include all the info in an address block at the end of the email as there will be no letterhead.*

December 13, 2010 *(always put in date as this often becomes the filing order for your article)*

Dear Mr. Briscoe, *(send to specific person)*

Did you know that the greatest obstacle people with disabilities face isn't their physical limitations, it's the response of others to their disability? While times have changed for people with disabilities, outdated language, attitudes, and perceptions continue to create friction and misunderstanding in the workplace. *(make sure there are no typos or spelling errors)*

I propose a short article, "Disability Etiquette 101," *(insert word count)* for the communications column of Associations Now. As a staff writer for an association in the Washington, DC area who lives with a disability, I can bring a fresh perspective to the topic. I am an experienced freelance writer as well, I know how to meet tight deadlines, write clean copy, and engage your readers. *(If you are sending this via USPS use good quality white 20 bond paper.)*

Thank you for considering "Disability Etiquette 101" for Associations Now?

Clips *(published articles you have written)* are available upon request.

Sincerely,

Mary J. Yerkes *(use only your real name, no pen names and no email tags)*

*(if your letterhead omits information including email and Internet site addresses, insert it here. Some editors, even though you sent a standard mailing, will reply to you via email)*