

Sample cover letter

Jill Doe
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555-555-5555

October 31, 2005

Cool Mag
1234 Subhead Street
City, State 00002

Dear Joe Doe,

Please consider the enclosed story, "X," for publication in *Cool Mag*. This is a simultaneous submission.

My work has appeared in *Uncool Mag* and *Supercool*.

Thank you for your consideration.

Best,
Jill Doe

Attached:
SASE (please recycle manuscript)