

# LWC}NYC

Literary Writers Conference. New York City.

## Query Letter Template

Use the template below to write your own query letter. This template is formatted for email, which is the preferred method for contacting an agent. To use this template as a formal letter, place your contact information on the top of the page, similar to that of a cover letter.

Dear [agent's name]:

### INTRODUCTION

Thank the agent for considering your book. Include the title of the book and its genre. Then, briefly explain why you think the book is a good fit for the agent (it helps to research the agent's interests beforehand).

### BODY PARAGRAPH 1

Succinctly describe the general idea and/or narrative scope of your story. Be sure that the details that you provide can be understood without the context of the full manuscript.

### BODY PARAGRAPH 2

Use this paragraph to lead into the manuscript proposal. Briefly explain what is at stake in your book and why it would be of interest to an audience.

### BODY PARAGRAPH 3

Briefly provide your bio: include awards, possible endorsers, professional accreditation, and a publication history (if applicable).

### FINAL PARAGRAPH

Conclude your query letter by stating that your proposal/sample chapter/complete manuscript and CV are available at the agent's request.

Sincerely,

[Your name]

[Your contact information]