

Query Letter Guidelines

This is a sales letter pitching your idea to a publisher

Include:

Heading with name and contact information (center top)

Publisher with address

Dear and put in name

1. Hello and reminder if you met them or sold to them before
2. Grabber opening-in a positive tone-
3. Title and rights being offered
4. Sample of contents
5. Focus- one sentence statement about the article/book (sales pitch)
Make sure you can deliver what you promise-you can expound on it in a few more sentences but keep it short.
6. Reader benefits (sales pitch, too)
7. Timeliness of how long it will take to write
8. Qualifications to write it
9. Closing- I look forward to your response
10. Style: double space, times roman 12 pt font

Signature

LSASE



Words to the wise
Multiple idea query
Understand this is the beginning of a relationship/not just a
single query

Dear Melissa Parks,

Thank-you for letting me know that you are still taking freelance materials. In our phone conversation you mentioned that the guidelines and format may change in the future. If possible, please keep my name on file to send a copy of new guidelines. I enclosed a second SASE for this purpose.

Karen Whiting 7 Essential Tools to Getting published www.karenwhiting.com
Authorkarenwhiting@gmail.com

The enclosed article, "Spiritual Treasure Boxes," presents an activity to help children visualize and treasure spiritual truths. My five children each enjoyed making and using their own treasure boxes when they were young.

I hope the article fits your editorial needs.

Dear Carla Barnhill,

Thanks for the letter outlining changes at Christian Parenting Today. I would like to submit an article, *The ABC's of Prayer: A Pattern for Prayer*, to help parents pray with their children.

This 1000 word article uses each letter to give parents one prayer focus a day. A simple Bible passage or activity will help foster the letter-word's theme. For example, W is for worship and that day's message is

W for Worship God.

Worship means to kiss, or lick, as a dog kisses his master. Think of worship as blowing kisses to God. Blow a kiss toward heaven with each sentence in which you say something great about God.

I have written for your magazine in the past and also have six books in print. Barbour Publishing will release my newest book *Let's Chat About The Bible*, at CBA in July.

Let me know if you are interested in reviewing the article. I look forward to your response.

Dear Ginger,

I would like to submit an article, Suitcase Marriages, for women in marriages where a spouse travels frequently.

I am anxious to share amusing anecdotes and helpful tips I've developed over 27 years of marriage to a frequent business traveler. As I experienced both long-term travel with Jim on Coast Guard vessels and short-term travel, both in the military and commercial industry, with 265 days away in the busiest year, I understand what it's like to be married to not just a man, but a man with a suitcase.

This article will help readers, with traveling spouses, find compassion for shared problems and practical tips on staying united over time and distance. Other readers may grow in understanding the problems of part-time-widows and learn ways to reach out to support them.

Let me know if you are interested in reviewing the complete manuscript, on spec. I can also send a sidebar on practical tips for suitcase marriages or suitcase parenting. I can complete this in two weeks.

I look forward to your response.