

## Cover Letter Templates

### General (poetry – digital submission)

Dear Editor(s) Name(s),

Please consider five poems: “Poem 1,” “Poem 2,” “Poem 3,” “Poem 4,” and “Poem 5.” Since this is a simultaneous submission, I will promptly contact you if a piece is accepted elsewhere.

Thank you for your time.

All best, Your  
Full Name

Your Bio

### General (prose – digital submission)

Dear Editor(s) Name(s),

Please consider my 3,500 essay/story, “Essay/Story.” Since this is a simultaneous submission, I will promptly contact you if this piece is accepted elsewhere.

Thank you for your time.

All best, Your  
Full Name

Your Bio

General (manuscript – digital submission)

Dear Editor(s) Name(s),

Please consider my manuscript, “Book or chapbook name.” Since this is a simultaneous submission, I will promptly contact you if this work is accepted elsewhere.

Thank you for your time.

All best, Your  
Full Name

Your Bio

Re-submission after tiered rejection

Dear Editor Name,

Thank you for encouraging me to send more work. Please consider “My submission.” Since this is a simultaneous submission, I will promptly contact you if a piece is accepted elsewhere.

Thanks for your time.

All best, Your  
Full Name

Your Bio

If you have something genuine to say

Dear Editor Name,

It was a pleasure meeting you at \_\_\_\_\_. Please consider “My writing.” Since this is a simultaneous submission, I will promptly contact you if a piece is accepted elsewhere.

My sincere thanks. I’ve admired (Journal Name) for some time and especially appreciate the way you \_\_\_\_\_.

All best, Your  
Full Name

Your Bio

Post submission (or more formal)

Street Address  
City, State, Zip

Date

Dear Editor Name,

Thank you for encouraging me to send more work. Please consider “My writing.” Since this is a simultaneous submission, I will promptly contact you if a piece is accepted elsewhere.

Thanks for your time.

All best, Your  
Full Name

Your Bio

My standard letter

Dear Rainie Oet, Sara Potocsny, Ejiōfōr Ugwu, and Salt Hill Journal,

Please consider five poems: “Cougar in her car,” “Notches,” “Woman Seeks,” “Hey Tony,” and “Once a cheater.” Since this is a simultaneous submission, I will promptly contact you if a piece is accepted elsewhere.

Thank you for your time.

All best, Rachel  
Mindell

Bio: [Rachel Mindell](#) is the author of two chapbooks: *Like a Teardrop and a Bullet* (Dancing Girl Press) and *rib and instep: honey (above/ground)*. Individual poems have appeared (or will) in *Denver Quarterly*, *DIAGRAM*, *Foglifter*, *Tammy*, *Bombay Gin*, *BOAAT*, *Forklift*, *Ohio*, *The Journal*, and elsewhere. She works for the University of Arizona Poetry Center and Submittable.