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MARY KOLE EDITORIAL Query Letter Format Mary Kole Editorial Whether you pitch an agent or publisher in person or with a written query, your goal is the same: to get an agent or publisher . A query letter has to follow the business formatting guidelines, be addressed accordingly, and should therefore be in black text of a professional font family, sized 12, and preferably printed . Full-sentence rewrites · Fix punctuation mistakes · Eliminate grammar errorsService catalog: Grammarly Pro, Grammarly for Enterprise, Grammarly for Education. letter. If your target journals accept query letters, make the letters short and to the point. In order to be effective, the query letter needs to be specific and describe the topic, slant, and timeliness of the idea. It should also describe your expertise in the subject. Make sure to include your address and phone number in the. Write Creative and Professional Query Letters For Different Purposes Through the Help of 's Free Printable Templates In PDF Format. Jun 15, · Crafting the perfect query letter is essential to standing out in a sea of submissions. In this article, we will explore fifteen sample query letters that showcase various styles and techniques to help you create a compelling pitch for your manuscript.