

How to contact me.

Meredith Bond
P.O.Box 341413
Bethesda, MD 20827
301-555-1234
merry@meredithbond.com

Standard business letter format.

September 1, 2011

I know exactly who I am writing to. I have done my research.

I have done my homework and discovered that Robin is a man.

Robin Fabulous
Major Publishing House
123 West 57th Street
Suite 600
New York, NY 10055

He knows exactly why I'm writing to him and I know what he's published.

The blurb for the book I want him to read.

Dear Mr. Fabulous,

What happens when the seventh child of the seventh child in the seventh generation is destined to be the most powerful witch in the world – and he turns out to be a boy? I am writing to ask that you consider publishing this 100,000 word historical paranormal romance entitled Magic In The Storm. I feel that this novel will fit in perfectly with the books you publish, many of which I have read and loved.

Morgan Elswich should have been a girl. Instead, he is a witch who has a great destiny, but, because of his sex, he does not have the powers that should have been his to make it come true. Adriana Hayden was born to paint the natural world with a passion and vision unknown in her time but is fenced in by the conventions and morals of 19th century English society. The only way to fulfill their destinies is for each to unlock the powers of the other -- through the magical tempest of their love.

My credentials.

I have already published a series of four traditional Regency romances with Kensington Publishers. My first book, MISS SETON'S SONATA, was a winner of the Beau Monde's Royal Ascot Award, as well as the NJRW Golden Leaf Award for Best Regency, 2004. The other three books in the series were also finalists in a number of contests. My current project is a transition for me where I am using my experience in writing Regency romances and imbuing that world with a paranormal element – creating an alternative world where the powerful and talented are witches secretly coexisting in the ordinary world with everyday people. I have two other linked paranormal books planned, which are set in the same world. One is a time-travel story, moving between medieval England and the present, while the second will most likely be set in America at the turn of the century (19th to 20th).

This is what I'm really writing about. I'm qualified and I know what I'm doing. I'm also not going to be a one-book wonder. I've got lots of ideas for many more books. They should feel free to give me a multi-book contract. ☺

I would love to send you my proposal for this book, including a synopsis and the first fifty pages. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Always sign your name in blue ink so they know that you really signed it. I also use a fountain pen, but that's just me. ☺

Query Letter Outline:

1. In an easy-to-read, standard font include your name, and contact information. Use standard business letter format. Write to a specific person (find out the name of the editor at the publishing house who would be most interested in your book or agents who represent the type of book you've written).
2. First paragraph: Introduce your work - what you want them to read, why you are writing. Be specific. If you are using a pseudonym tell them you are writing under a different name, but send the letter under your real name.
3. Second paragraph is short of a blurb of the book, like you might find on the back cover of a published novel.
4. Third paragraph is your credentials - who you are, what awards you've won, where you've published before and what makes you uniquely qualified to write this particular book.
5. Fourth paragraph, conclusion. Always thank the person for their time and end with "Sincerely,". You will not be calling this person, don't even think it, so don't say it. They will call you or write to you if they are interested (and this could be in 2 months to a year). Also, always sign your name in blue ink so that they know that you really signed it.

Proofread, *proofread,* proofread and then get someone else to proofread it for you!