**TEMPLATE**

**Email to ask a literary agent if they’d be interested in representing you and your book.**

**Aka: a query email.**

A few reminders:

- Almost every literary agent provides specific instructions spelling out exactly what they want to receive from you. These instructions are called “submission guidelines.”

- You can usually find these submission guidelines on the agent’s website, or on their profile inside [PublishersMarketplace.com](http://PublishersMarketplace.com).

- Before emailing an agent, please read their submission guidelines carefully. Make sure you’re sending what they want. For example, some agents want a brief query email and nothing else. Other agents want an email, plus sample materials, to get a taste of your book. Others want something else. Double-check before you reach out.

- This is a general email template. Be sure to modify this email depending on what the agent requests.

- Lastly, if you’ve written a vegan gluten-free cookbook, don’t send your email to an agent who specializes in historical fiction set during the Regency Era. Or vice versa. Make sure you’re emailing an agent who specializes in *your* type of book. This may seem obvious, but many authors make this mistake. :)

. . .

[Agent’s name],

I noticed that you represent [author who writes books in the same genre as your book] and [another similar author].

On your website, you mention that you’re currently seeking [cookbooks, self-help books, inspirational memoirs, historical fantasy, coming-of-age YA novels—whatever their website states].

I have a project that might interest you. It’s called [title of your book]. It's a book that belongs on bookshelves right next to [similar book] and [another similar book].

[Title of your book] is [brief description of what your book is all about].

My intended audience is [briefly describe your main audience for this book: mid-life women dealing with menopausal hormone drama, people considering adoption, millennials who want to earn more money, whomever/whatever it is].

My book includes [a little more info about what’s inside your book]. The tone is [describe the tone/feeling of your book]. The core message is: [describe the main message of your book].

I have a proposal that I'd love to share with you, plus [number] pages of sample materials.

A little about me: [paste your bio here, or put a bullet point list of your most exciting accomplishments. Do you run a popular blog? Have you won any awards? What’s your professional background? Anything that feels relevant to your book.]

Thanks for considering my project!

Let me know if you'd like to see the proposal and sample materials.

*[your name]*