

## **Writing a Query Letters** (to prospective publishers)

A query letter must include:

- the subject - what the article is about
- the content - a brief resume
- background - if necessary, reference to your credentials & source material establishing facts
- details of any illustrations you will use
- reader appeal - why is it suitable for the readership of this magazine
- topicality - is it current or intended to coincide with a particular event

### **Sample Query Letter**

It is preferable to use headed notepaper containing your contact details

- Date
- Editor's name:
- Title of magazine
- Address, etc.
- Dear Ms. Betterbuy

We swim in it, sprinkle it on the lawn and use it to wash ourselves, the laundry and the dog. However, unless words like 'Stage Two Droughts' and 'Shortage Hits Auckland' make the headlines we pay little attention to our need for water.

There's a very good chance you're not even getting your minimum daily allowance - eight glasses of water. Answer truthfully - did you drink even one glass today?

Water is the original thirst quencher and an intelligent alternative to high-priced, low-nutrition sports drinks. It's delicious, non-calorific and beneficial. When you've worked up a sweat or you're feeling below par, give water a try. You can't live without water.

'Please Drink the Water' will include information on water and weight loss, sports, and the body's physical needs plus a beauty and diet plan to increase vitality. The article will run to approx. 1000 words and include a sidebar on types of water from tap to designer.

I have been a health expert for fourteen years and in my writing I have specialised in consumer issues around health. My work has appeared in New Zealand Women's Weekly, Australian Woman's Day and Here's Health (UK), among other publications.

Thank you for considering this query. Enclosed is an SSAE. for your reply.\* I look forward to hearing from you shortly.

Yours sincerely

(Ms.) Tracey Wright

[\* Not necessary if magazine allows submissions by e-mail.]