Dear (insert agent name),

Paragraph 1: **Hook** Remember to make it something catchy. A tagline, question, or quote can be effective ways to start the query. Personal info if it’s really important can go here too.

Paragraph 2: **Synopsis** Summarize your book project in a few paragraphs (think back cover copy but reveal the ending). Keep it tight and concise.

Paragraph 3: **Bio** Who are you and why should the agent invest in you? Include all relevant experience, platform numbers, network connections, publications/awards, etc. Make it a little personal too if you can and if the genre allows for it.

Paragraph 4: **Closer/Signature** Tie in to why your book is a good fit for specific agent. Thank you for your time and consideration. I look forward to hearing back from you!

Sincerely,

Your name

Contact Info:

Phone #

Email

Website