

[Date]

[Editor's name]

[Editor's title]

[Name of journal]

Dear [Editor's designation and family name],

I and my co-authors ask you please to consider the attached manuscript, entitled [**Title of the manuscript**] as a [Manuscript Type, e.g., full paper, letter] for publication in [*Name of journal*].

[Brief details of the background, importance, and relevance of your paper will be inserted here]

We therefore believe that the findings of our study will be of considerable interest to the readership of [*Name of journal*]. The manuscript has been carefully reviewed by an experienced editor whose native language is English and who specializes in editing scientific research papers.

This manuscript has not been published and is not under consideration for publication elsewhere. All the authors have read the manuscript and approved its submission.

We would like to suggest the following as potential referees for this paper:

[Provide names and addresses of possible referees]

Because of possible conflicts of interest, we ask that the following should not be considered as referees:

[Provide names and addresses of persons who should not be considered as referees]

I look forward to hearing from you at your earliest convenience.

Yours sincerely,

[Your name]

[Your affiliation/institution]

[Your address]

[Your telephone number]

[Your email address]