

10 Quick Tips for Writing a Query Letter

This is an extra resource to go along with the original article:

[*The Do's and Don'ts of Approaching Literary Agents*](#)

1. Personalize your query with the agent's name. Never start off with “To whom it may concern.”
2. Share something specific about why you reached out to the agent. (ex. “You've represented one of my favorite authors, ...”)
3. Be confident in selling your book, but don't be arrogant.
4. Get to the point quickly. Avoid throat clearing and pointless introductions.
5. Pay attention to and follow the submission guidelines exactly.
6. Write your query in three parts:
 - a. In the first paragraph, introduce yourself and why you're reaching out to that agent.
 - b. In the second paragraph, summarize your story. Don't give everything away. There's no need to tell the ending in your query letter.
 - c. In the third paragraph, share your bio and why you're qualified to write.
7. Keep your letter to one page (under 300 words).
8. Format your letter correctly. Double-space between each paragraph. Use Times Roman font in a 12-pt size.
9. Double-check for typos.
10. Include your address, phone number, and email address on the letter.