[Replace bracketed text with your own information and writing.

Best of luck! Email us at [AskAnExpert@aje.com](mailto:AskAnExpert@aje.com) with any questions!]

[My Name

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Los Angeles, CA, USA 90210

310-555-1234

m.name@researchu.edu]

[Dr. John Editorian

Editor-in-Chief

*Journal of Science*]

[August 3, 2015]

Dear [Dr. Editorian]:

I am pleased to submit an original research article entitled [“Neofunctionalization of polymerase rho in *Ustilago maydis*” by Albert Postdoc and My Name] for consideration for publication in [the *Journal of Science*]. We previously uncovered a role for [polymerase rho in DNA repair in *U. maydis* **(**[인용**)**], and this manuscript builds on our prior study to determine the evolution of this unique enzyme.

In this manuscript, we show that [polymerase rho… **(**다수의 주요 연구 결과 언급**)**].

We believe that this manuscript is appropriate for publication by [the *Journal of Science*] because it… **[**저널의 목표와 범위와 특정 연관성 언급**]**. [Our manuscript creates a paradigm for future studies of the evolution of essential enzymes in yeast.]

This manuscript has not been published and is not under consideration for publication elsewhere. We have no conflicts of interest to disclose, but we do respectfully request that [Dr. Glen Meanie] not review our manuscript. If you feel that the manuscript is appropriate for your journal, we suggest the following reviewers:

**[**저널에서 요구할 시, 리뷰어와 연락처 정보**]**

Thank you for your consideration!

Sincerely,

[My Name, PhD

Professor, Department of Evolutionary Mycology

University of Research]