

[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  
University of Research  
804 Research Drive  
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* (**citation**)], and this manuscript builds on our prior study to determine the evolution of this unique enzyme.

In this manuscript, we show that [polymerase rho... (**list a few important results**)].

We believe that this manuscript is appropriate for publication by [the *Journal of Science*] because it... [**specific link to the journal's aims & scope**]. [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:

**[list reviewers and contact info, if requested by the journal]**

Thank you for your consideration!

Sincerely,



[My Name, PhD  
Professor, Department of Evolutionary Mycology  
University of Research]