

# EDITOR EMAIL TEMPLATE

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EESCRIBE

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## INSTRUCTIONS:

Below is the email script I used when I approached my editor for the very first time. Feel free to insert your own information to make it work for you.

Dear [EDITOR'S NAME],

I have your contact information from [XYZ]. I have recently finished my chapter book [TITLE OF BOOK] for 6-10 year olds, and am now looking for an independent editor.

I've attached an about 1,000 word-long document for a brief sample edit. Please provide me with a no-obligation quote, an estimation of the hours required to edit the entire manuscript ([# OF PAGES] double-spaced pages, about [# OF WORDS] words), the length of the time it will take for my manuscript to be edited, the number of read-throughs included, and what the payment process would be like.

Thank you very much!

Best,

[YOUR NAME]