

Kayla Lee, RN, MS, CNOR ←  
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Cleveland, OH 20345

Addresses for sender and recipient would be omitted in an email query.

February 17, 2014  
Nancy Smith, PhD, CNOR  
Editor-in-Chief  
*Perioperative Services Journal*  
PO Box 1111  
San Antonio, TX 78229

Dear Dr. Smith, ←

Correct name of editor.

I would like to submit a manuscript to *Perioperative Services Journal*. The manuscript describes a new surgical procedure for reducing obesity: Adipose supra-ablation. ←

Correct name of journal.

Proposed topic.

Obesity is a leading cause of death in the United States, with more than 25% of Americans classified as obese. Techniques such as bariatric surgery have been used to treat patients who are obese; these surgeries are associated with serious complications and can be used in only a select patient population. Adipose supra-ablation, a less extensive surgical option for those who are obese, is associated with only minor complications and can be performed in children and adults. My article would include indications for adipose supra-ablation, a description of the procedure, risks and benefits, and the perioperative nurse's role. ←

Explains why the article is important to readers.

Briefly states what the article will include.

I have more than 10 years' experience in the perioperative setting. For the past 3 years, I have been the nurse leader of our perioperative team for adipose supra-ablation. Our surgeons perform an average of 10 adipose supra-ablations each month, twice the national average. ←

Briefly explains why she should write the article. If Kayla has published any articles previously, she should mention her writing experience here.

I could have the manuscript ready by April 30, 2014. ←  
Please call me at (555) 888-0000 or email me at [k.lee@nowhere.com](mailto:k.lee@nowhere.com) if you have any questions. ←

States when the article will be ready. If Kayla has some flexibility with the date, she should add that.

Thank you for your consideration.

Provides several ways to contact.

Sincerely,  
Kayla Lee, RN, MS, CNOR ←

Author's full name and credentials.