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[My Name

University of Research

804 Research Drive

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310-555-1234

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[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* **(引用)**], and this manuscript builds on our prior study to determine the evolution of this unique enzyme.

In this manuscript, we show that [polymerase rho… **(列出几个最重要的研究结果)**].

We believe that this manuscript is appropriate for publication by [the *Journal of Science*] because it… **[该期刊的宗旨和研究范围 （aims and scope）等信息的链接]**. [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:

**[如果期刊要求，请在此处列出评审人的姓名和联系方式]]**

Thank you for your consideration!

Sincerely,

[My Name, PhD

Professor, Department of Evolutionary Mycology

University of Research]