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Dear Drs. Kathleen Farrand and Jasmine Begeske,

I am pleased to submit a Practitioner article titled “How to Write a Cover Letter” for consideration by JASE. This article provides a written example of how authors may write a cover letter for their manuscript submission and also includes a template that authors may use to structure their cover letter. The information provided in this manuscript is significant as it can help authors understand how to create cover letters that should be included in their manuscript submission. The cover letter is important as editors use them to get a better understanding of the article and identify appropriate reviewers to evaluate the article.

The article is 1720 words, including all tables and figures.

I confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere. I have no conflicts of interest to disclose and all authors have approved this submission.

Please address all correspondence concerning this manuscript to me at janedoe@gmail.com.

Thank you for your consideration of this manuscript.

Sincerely,

Jane Doe