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To

The Chief Editor

Journal of Kathmandu Medical College (JKMC)

Sinamangal

Kathmandu, Nepal

Subject: Submission of manuscript of “Title Of The Article”

Dear Chief Editor,

I, [Your name], on behalf of my co-authors, [Delete this if you don’t have co-authors], wish to submit a manuscript of an [original research article/case report/audit/student JKMC/medical education/letter to the editor], entitled “[Title of the Article]” for consideration for publication in the Journal of Kathmandu Medical College (JKMC). This article [mention the importance of this article, like why do you think this article is suitable for the publication what new things it adds to the existing literature and so on and mention potential benefit to the reader].

I have carefully read and signed all the pertinent documents and have attached following documents:

* Declaration file
* Manuscript file entitled “Title of the article”
* Additional files like images (figures/pictures), tables, graphs [Delete this if you do not have these attachments]

Above documents have been submitted in electronic version to the JKMC. If you have any questions or queries, you can write me at my email or call me at my phone number given below.

Please acknowledge the receipt of this article to my email. Hoping for your kind co-operation in this regard.

Sincerely yours,

Name : Full name

Affiliation : Designation and your affiliation

Postal Address: Complete address for effective communication

Phone No : Easily available phone or mobile number

Email : Working, regular email to reach you quickly