

Query Letter Checklist

Tracie Joy Writing Resources

Use this checklist to make sure your query letter is polished, professional, and ready to send. This resource is designed to match the Tracie Joy collection of positivity and writing tools.

- Addressed to the correct agent/editor by name.
- Opening hook that grabs attention in one or two sentences.
- Pitch paragraph(s) with protagonist, conflict, and stakes clearly explained.
- Genre and word count included.
- Comparison titles listed (2–3 relevant examples).
- Brief and professional author bio.
- Polite and professional closing statement.
- Entire letter fits on one page (250–350 words).
- Proofread for grammar, clarity, and tone.
- Submission guidelines for the specific agent/editor followed exactly.