

# ■ Query Letter Workshop Kit

## 1. Structure of a Query Letter

- Salutation – Address to a specific agent/editor by name.
- Hook / Pitch Paragraph – 1–3 sentences to grab attention (back cover blurb style).
- Mini-Synopsis Paragraph – 4–6 sentences: protagonist, goal, conflict, stakes.
- Book Details Paragraph – Title, genre, word count, comps.
- Bio Paragraph – Short, relevant info.
- Closing – Thank them, include contact info.

## 2. Common Mistakes

- Too long – over 350 words.
- Talking about themes instead of pitching the story.
- Overly casual or overly stiff tone.
- Unrealistic comps (e.g., comparing yourself to mega-authors).
- Info-dumping subplots or too many characters.
- Forgetting genre, word count, or contact info.
- Querying before the manuscript is ready.

## 3. Must-Haves

- Title, genre, word count, and comps.
- Clear stakes and central conflict.
- Voice that reflects the tone of the book.
- Professional, polished formatting.
- Personalized salutation.

## 4. Dos & Don'ts

### ■ **Do:**

- Keep it to one page.
- Show voice naturally.
- Personalize queries when possible.
- Use 1–2 realistic comp titles.

### ■ **Don't:**

- Apologize for your work.
- Oversell (“guaranteed bestseller”).
- Include irrelevant life details.
- Query multiple projects at once.

## 5. Basic Query Letter Template

Dear [Agent Name],

[HOOK – 1-2 sentences that grab attention]

[MINI-SYNOPSIS – 1 short paragraph: protagonist, goal, conflict, stakes]

[BOOK DETAILS – TITLE (in all caps), genre, word count, comps]

[BIO – short, relevant details]

Thank you for your time and consideration.

Sincerely,  
[Your Name]  
[Contact Information]

## 6. Checklist

- Personalized greeting.
- Engaging hook.
- Mini-synopsis with stakes.
- Book details (title, genre, word count, comps).
- Relevant bio.
- Professional closing with contact info.

## 7. Sample Query – Good Example

Dear [Agent Name],

When perfectionist wedding planner Harper Lane gets left at the altar, she swears off romance—and vows to make sure every bride she works with has the happily-ever-after she didn't. But when the best man in her latest wedding is her ex's older brother—a grumpy firefighter with a smile that still undoes her—it becomes harder to keep her vow. Especially when the bride goes missing three days before the ceremony.

Now Harper and her infuriating new partner must untangle family secrets, chase clues across small-town Louisiana, and confront the sparks still flying between them—before the wedding (and their chance at love) goes up in smoke.

UP IN FLAMES is a 92,000-word romantic suspense with crossover appeal to fans of Tessa Bailey and Laura Griffin.

I am an active member of Sisters in Crime and Romance Writers of America. This is my debut novel.

Thank you for your time and consideration.

Sincerely,  
[Author Name]

## 8. Sample Query – Bad Example

Dear Agent,

This book is unlike anything you've ever read before—it will be the next bestseller! It's basically like Colleen Hoover meets Stephen King meets J.K. Rowling. It has everything: love, loss, adventure, heartbreak, and aliens. You'll laugh, you'll cry, you'll want to make a movie out of it immediately.

The story is about a girl named Sarah who is in love with two boys, and then a whole bunch of stuff happens with her family and her friends and also there's a dragon. It's hard to explain in just a few words, but trust me, it's amazing.

I've never written anything before, but my mom says it's great. Please respond quickly, because I'm sure other agents will be fighting over this one.

Thanks,  
Anonymous Author