

EXAMPLE 3

July 30, 1998

Letter to Non-NOAA Journal

ADDRESS

Editor
Journal of
Mailing Address

Dear Dr.:

I am enclosing (number of copies journal of society requires) copies of a manuscript titled "Title of Manuscript" for review and consideration for publication in the (Name of journal or society).

Sincerely,

Author's Name
& Title

Enclosures
Manuscript (# of copies)