Date: **type the date**

To

The Chief Editor

Nepal Orthopaedic Association Journal

NMA Building, Exhibition Road,

Kathmandu, Nepal.

Subject: Submission of manuscript of “Title of the Article”

Dear Chief Editor,

I’m [Type your Full Name], [on behalf of my co-authors], I wish to submit a manuscript of an [original article/case report/review article], “[Title of the Article]” for consideration for publication in the Nepal Orthopaedic Association Journal (NOAJ) 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].

There are

* No. of Figures/Images
* No. of Table
* Other related info if any

Following are the documents attached herewith

* Title page
* Authorship and Declaration
* Blinded Manuscript “Title of the Article”
* Cover later
* Ethical approval letter (Optional)

Above documents have been submitted via electronic submission to the NOAJ. Please, acknowledge the received of this article to my email or contact address.

Hoping for your kind co-operation in this regard.

Sincerely yours,

Name : Full Name

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