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Sri Lankan Journal of Health Sciences

Faculty of Allied Health Sciences,

University of Peradeniya

**Cover letter template**

The importance of writing a good cover letter is often overlooked. After the effort of preparing your manuscript, it is vital to make a good first impression. The cover letter's main purpose is to inform the Editor of the impact and novelty of your work. The quality of the cover letter will influence the decision on whether to reject your paper immediately or send it for peer-reviewing directly.

Please follow the cover letter template below:

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**Date:**

**Title:**

**Name of the corresponding author:**

**Manuscript Number** **(if known):** If this is a Letter to the Editor and your paper has been previously submitted to the Sri Lankan Journal of Health Sciences as an Original Article, please include the previous manuscript number.

Dear {Editor’s Name (if known)},

Briefly state the **purpose of the cover letter** and the stage of your manuscript, such as submission, conversion from an original article to a letter, appeal to a decision. If you have previously discussed this paper with an Editor or Editorial Assistant, it is essential that you include their name.

Highlight the main findings of your research and their significance in 2-3 bullet points. If your research is based on previous literature, you may discuss the link and include references.

**Main findings** of your research**:**

1. Our results suggest….
2. We propose…

Clearly explain the **novelty of your work:**

1. To the best of our knowledge, this is the first report on…
2. We developed a novel approach…

All authors have approved the submission of this manuscript. The results have not been previously published and are not being considered for publication in another journal.

Sincerely,

(Signature)

Name of corresponding author

Email address of corresponding author