

Full Manuscript Follow-Up Template

Wait until the agent's stated reading time has passed. If they don't give one, around 4–6 months is a reasonable time to send one polite follow-up.

Subject

Re: **TITLE**

Email

Hi **[Agent Name]**,

I hope you're doing well.

I just wanted to check in on **TITLE**, which you kindly requested on **[date]**.

I know reading full manuscripts takes time, so I just wanted to make sure the manuscript reached you safely and see whether it's still under consideration.

Thank you again for requesting it. I really appreciate your time, and I look forward to hearing from you whenever you have the chance.

All the best,

[Your Name]

If You've Received Another Offer

Use this only if you genuinely have another offer of representation.

Subject

Re: **TITLE**

Email

Hi **[Agent Name]**,

I hope you're doing well.

I wanted to let you know that I've received an offer of representation for **TITLE**.

As you currently have the full manuscript, I wanted to check in before making my decision, as I'd love to know whether you're still interested in considering it.

The deadline I've been given is **[date]**.

Thank you again for requesting the manuscript. I completely understand if the timing doesn't work, but I wanted to give you the opportunity to respond before I make a decision.

All the best,

[Your Name]

Before You Hit Send

- Have you waited at least the agent's stated response time (or around 4–6 months)?
- Are you replying to the original email thread?
- Is the email under about 150 words?
- Have you resisted pitching the book again?
- Is this your only follow-up?