

[Date of letter]

[Add the name of your journal editor here]

[Add the address here]

[*Journal name]*

RE: Manuscript xxxx (insert current manuscript number if this is a re-submission)

Dear Editor:

Thank you very much for your recent decision on our paper, entitled **[insert title here]**. We were grateful to receive the comments and feedback from the three reviews of our article, but remain confused about your decision.

We acknowledge there were some relatively minor issues uncovered, including…

* **[briefly list these issues, the shorter the better]**

However, the reviewers did not seem to find substantial issues with the article.

As our work fits well within the scope of your journal, I was wondering if it would be possible to ask for more information regarding this decision. If we make all the changes requested, would you be prepared to solicit further reviews? **I/We** would really like our work to appear in your journal. We have a great deal of respect for your publication.

Thank you for your time with this enquiry. **I/We** look forward to hearing from you.

Yours Sincerely,

[Your name]

[Your affiliation(s)]

[Postal address]

[Email address]