[Date]

The Editor-in-Chief
Zoology Notes

Subject: Submission of short note - "[Insert manuscript title]"

Dear Editor-in-Chief,

Please consider our manuscript, "[Insert manuscript title]," for publication as a [Natural History Note / Distribution Note / Checklist Note] in [Journal Title]. The note reports [one sentence stating the principal observation, record or checklist], and we believe that it provides a concise, verifiable contribution to zoological knowledge.

The manuscript has been prepared according to the journal's author guidelines. It includes the required locality, date, evidence supporting identification, and relevant voucher/photographic/genetic documentation. The total length, including references, captions and figures, is within the journal's six printed A4-page limit.

We confirm that:

- all authors have read and approved the submitted manuscript and have authorised [name] to act as the corresponding author;
- the work is original, has not been published previously, and is not under consideration by another journal;
- all necessary research, collection, handling and/or protected-area permissions were obtained, where applicable (permit authority and number: [insert details]);
- the authors own the copyright to all submitted photographs and other material, or have obtained permission for their publication;
- all data, locality information and identifications are accurate to the best of our knowledge, and sensitive locality information has been treated responsibly;
- there are [no competing interests / the following competing interests: insert details]; and
- [no AI-assisted tools were used / AI-assisted tool(s) were used only for language improvement or basic image adjustment, as disclosed here: insert details].

Suggested three reviewers, are listed below. They have suitable expertise and no conflict of interest with the authors:

1. [Reviewer name], [institution], [email address]
2. [Reviewer name], [institution], [email address]
3. [Reviewer name], [institution], [email address]

Thank you for considering our submission. We look forward to your decision.

Sincerely,

[Corresponding author name]
[Affiliation]
[Postal address]
Email: [email address]; Mobile: [mobile number]
ORCID: [ORCID, if available]