Dear <Editor Name>,

*<Introductory paragraph summarizing the manuscript.>*

The International Liaison Committee on Resuscitation (ILCOR) recently updated the process for reviewing resuscitation-related topics and providing treatment recommendations.  While, previously, this was conducted in 5-year cycles, we are now conducting these reviews continuously and publishing results when there is sufficient new evidence. ILCOR encourages publication of the systematic review/meta-analyses in peer-reviewed journals in advance of publishing the Consensus on Science and Treatment Recommendations separately.

As part of the new process, all systematic reviews/meta-analyses utilize the GRADE methodology. As per the GRADE working group this approach provides a “common, sensible and transparent approach to grading quality (or certainty) of evidence and strength of recommendations. Many international organizations have provided input into the development of the GRADE approach which is now considered the standard in guideline development.”

This systematic review/meta-analysis was overseen by the leaders of the <INSERT TASK FORCE NAME> Task Force, <TASK FORCE NAME> members and a Domain Lead with broader oversight provided by the Continuous Evidence Evaluation Working Group. Identification of relevant studies was aided by an information specialist and data extraction and analysis were conducted by a team consisting of a senior and a junior expert in systematic reviews contracted by the American Heart Association and an international volunteer group of physician content experts. The ILCOR Continuous Evidence Evaluation Working Group is supportive of sharing by Editors of this cover letter with the reviewers of this manuscript.  
  
We believe that <JOURNAL NAME> is an excellent choice for disseminating this information, given its excellent reputation and international distribution.  This work has been supported using public funds via the American Heart Association. As such, we wish to make this information freely available to as wide an audience as possible. ILCOR is an international organization that places special emphasis on sharing these results globally, including centers where paying for published articles is prohibitive. We are requesting that, should you agree to publish our manuscript, it would be freely available to the public via open-access.  Of course, we expect that this manuscript would undergo the appropriate independent critical review before deciding to proceed.

Thank you for considering our request.  We look forward to hearing from you.

Sincerely,  
  
<NAME AND CREDENTIALS> Domain lead, ILCOR  
  
On behalf of:  
<NAME(S) OF TASK FORCE CHAIRS>  
<NAME(S) OF SYSTEMATIC REVIEW EXPERTS>

<NAMES OF CEE WG MEMBERS>