

Dear [Leadership Team/Specific Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our internal and external communications, we are in the process of updating our executive bios. We believe that having updated and comprehensive bios will better represent our leadership and the valuable experience they bring to our organization.

We kindly request your assistance in providing the following for each executive member:

- Full Name
- Current Position
- Professional Background
- Key Achievements
- Educational Qualifications
- Fun Personal Fact

Please send the information by [specific date] so we can proceed with the updates accordingly. Your cooperation is greatly appreciated.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]