

Author Background Update Application

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am an author currently represented by [Your Agency/Publisher]. I am writing to formally request an update to my author background information.

Since my last submission, several developments have occurred that I believe are important to highlight:

- [Update 1: Brief description]
- [Update 2: Brief description]
- [Update 3: Brief description]

These changes reflect my progress as an author and my dedication to my craft. I would greatly appreciate it if you could update my profile accordingly.

Thank you for your attention to this matter. Please let me know if you require any additional information or documentation.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website or Social Media Links]