

Author Biography Correction Notice

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a correction needed in my author biography that was published in [Insert Publication/Platform Name].

The current biography states: "*[Incorrect Biography Text]*". The correct information should read: "*[Correct Biography Text]*".

I apologize for any confusion this may have caused and appreciate your attention to this matter. Please let me know if there is any additional information or documentation you require to process this correction.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]