

Request for Modification of Author Credentials

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Journal/Organization's Name]
[Address]

Dear [Recipient's Name],

I am writing to formally request a modification to the author credentials associated with my recent submission titled "[Title of the Submission]" (Manuscript ID: [ID Number]).

Due to [briefly explain the reason for the modification, e.g., a change in affiliation, correction of names, etc.], I would like to request the following changes:

- Current Author Name: [Current Author Name]
- New Author Name: [New Author Name]
- Current Affiliation: [Current Affiliation]
- New Affiliation: [New Affiliation]

I appreciate your prompt attention to this matter. Please let me know if you require any further information or documentation to process this request.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Institution]
[Your Email]
[Your Phone Number]