

Author Description Adjustment Proposal

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Proposal for Adjustment of Author Description

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an adjustment to my author description as it appears in the [mention the specific publication, website, or platform]. I believe that a revision will more accurately reflect my current work and expertise.

Current Description:

[Insert Current Author Description]

Proposed Description:

[Insert Proposed Author Description]

The adjustments I am suggesting aim to incorporate [briefly explain the reason for the changes, e.g., new projects, achievements, or areas of focus]. I believe these changes will enhance reader engagement and provide a clearer representation of my professional journey.

I would greatly appreciate your consideration of this proposal. I am happy to discuss this matter further and can provide any additional information if needed.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]