

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for updating my author profile on [Platform/Website Name]. As my recent publications and achievements have not yet been reflected, I would like to ensure that my profile accurately represents my work.

Could you please provide me with the necessary steps to submit updates or direct me to the appropriate channel for this inquiry? Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Author ID or Profile Link]