

Letter of Revised Submission Requirements

Date: [Insert Date]

Dear [Contributor's Name],

We hope this message finds you well. We appreciate your contributions to [Project/Publication Name]. As we aim to enhance our submission process, we have updated our submission requirements, effective immediately.

Revised Submission Requirements:

- **Length:** [New word/page count]
- **Format:** [New formatting guidelines]
- **References:** [New citation style]
- **Submission Method:** [New method/portal for submission]

Please ensure that all future submissions adhere to these updated requirements. We thank you for your understanding and cooperation in this matter.

If you have any questions or need further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support and contributions.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]