

Author Photograph Submission

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Recipient Organization]

[Insert Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit my author photograph for the upcoming guest appearance at [Event Name] scheduled on [Event Date].

Please find attached my high-resolution photograph that reflects my authorial identity. I believe this image will be suitable for your promotional materials and website.

If you require any additional information or further materials, please do not hesitate to reach out.

Thank you for considering my submission. I look forward to participating in the event.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website or Social Media Links]