

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to submit my author photograph for inclusion in any upcoming press releases regarding my latest book, [Book Title].

Attached, please find a high-resolution image of my author photograph. If you require any additional information or materials, please do not hesitate to let me know.

Thank you for your consideration. I look forward to seeing my photograph featured in your releases.

Sincerely,

[Your Name]