

Author Photograph Submission

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Website/Organization Name]

[Website/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to submit my author photograph for inclusion in my biography section on [Website/Organization Name]. Please find the attached image suitable for the website.

Photo Specifications:

- Format: [e.g., JPEG, PNG]
- Resolution: [e.g., 300 dpi]
- Dimensions: [e.g., 800x1200 pixels]

Please let me know if you require any additional information or if there are specific guidelines I should adhere to. I appreciate your assistance in this matter and look forward to seeing my photograph featured.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website or Social Media Links]