

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Editor's Name
Journal/Publisher Name
Address
City, State, Zip Code

Dear [Editor's Name],

I hope this message finds you well. I am writing to formally request a modification to the author background section of my recent submission titled "[Title of Your Work]."

After reviewing the document, I realized that the current author background may not accurately reflect my qualifications and experiences. I would like to provide the following updated information:

[Insert the updated author background details here]

I believe these modifications will better represent my expertise and contributions to the field. I appreciate your attention to this matter and would be grateful if you could accommodate this change.

Thank you for your understanding. I look forward to your response.

Sincerely,
Your Name