

Author Description Change Request

Date: [Insert Date]

To [Recipient's Name],

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to my author description in [Specify Publication/Platform].

Currently, my author bio reads as follows:

"[Current Author Bio]"

I would like to update it to the following:

"[New Author Bio]"

The reason for this change is [Brief Explanation of Reason for Change]. I believe this new description better reflects my background and recent work.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]