

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Publisher/Organization Name]

[Publisher/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revision of the author details for the manuscript titled "[Title of Manuscript]," which was submitted on [Submission Date].

Upon reviewing the manuscript, I noticed that the author details need to be updated as follows:

- **Author Name:** [Correct Author Name]
- **Affiliation:** [Correct Affiliation]
- **Email:** [Correct Email Address]

I apologize for any inconvenience this may cause and appreciate your attention to this matter.

Thank you for your understanding. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]