

# Author Profile Update Request

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request an update to my author profile on [Platform/Publication Name]. My profile currently contains the following details:

- Name: [Current Name]
- Biography: [Current Biography]
- Publications: [List of Current Publications]

However, I would like to amend the following information:

- Name: [New Name]
- Biography: [New Biography]
- Publications: [Updated List of Publications]

Thank you for your attention to this matter. I appreciate your prompt assistance in updating my profile. Please let me know if you require any additional information.

Sincerely,

[Your Name]