

Adjustment Request for Early Manuscript Access Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment regarding the compensation for early access to my manuscript titled "[Manuscript Title]," submitted on [Submission Date].

Due to [reason for request, e.g., unforeseen circumstances, additional expenses incurred], I believe that a review of the compensation terms is warranted. I have valued the opportunity to collaborate and provide early access, and I trust that we can address this matter amicably.

I appreciate your understanding and look forward to your prompt response to this request. Thank you for your attention to this matter.

Sincerely,

[Your Name]