

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the visibility of my recent article titled "[Article Title]" published on [Publication Date] in [Journal Name]. I am keen to ensure that the article is indexed correctly and reaches the intended audience effectively.

As you know, visibility in research indices is critical for the dissemination of knowledge and academic impact. I would appreciate any updates regarding the indexing status of the article in major research databases, including [mention any specific indices, if applicable].

Moreover, if there are any steps I can take to enhance the visibility of my work, please let me know. I am open to suggestions and would be happy to collaborate on this matter.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]