

Request for Article Indexing

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Database Name]
[Database Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the indexing of my article titled "*[Title of the Article]*" published in *[Journal Name]* on *[Publication Date]*. This article discusses [briefly describe the content and significance of the article].

Having this article indexed in [Database Name] would greatly enhance its visibility and accessibility to researchers and scholars in the field of [relevant field].

I appreciate your consideration of this request and look forward to your positive response. Should you require any further information, please do not hesitate to contact me.

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]