

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Journal Name]

[Journal Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent changes in the impact factor of [Journal Name]. As an author who has submitted work to your journal, I am particularly interested in understanding the factors that contributed to this change and how it may affect future submissions.

Could you please provide insights into the methodology used for calculating the current impact factor and any significant adjustments that have been made recently? Additionally, I would appreciate it if you could clarify how these changes align with the journal's goals for maintaining and enhancing its reputation in the academic community.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]