

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance with my BGE login credentials. Unfortunately, I am currently unable to access my account due to [briefly explain the issue, e.g., forgotten password, account lockout, etc.].

For your reference, my account details are as follows:

- Account Number: [Your Account Number]
- Name on Account: [Your Name as registered]

I would appreciate any guidance you can provide regarding the recovery of my login credentials or the steps needed to reset my password.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]