

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

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

Dear [Recipient's Name],

Subject: Request for Login Credentials

I hope this message finds you well. I am writing to request login credentials for accessing the [specific system or platform] used by [Company's Name].

My details are as follows:

- Full Name: [Your Full Name]
- Position/Role: [Your Position]
- Department: [Your Department]
- Employee ID: [Your Employee ID]

Please let me know if you require any further information. I appreciate your assistance in this matter and look forward to your prompt response. Thank you.

Sincerely,

[Your Name]
[Your Position]