

[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 recovering my login credentials for my FX account. Unfortunately, I have been unable to access my account due to [briefly explain the issue, e.g., forgotten password, lost access, etc.].

My account details are as follows:

- Account Username: [Your Username]
- Registered Email: [Your Email Address]

I would greatly appreciate your guidance on the steps I need to take to recover my account. If any additional information is required to verify my identity, please let me know.

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

Best regards,

[Your Name]