

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

Customer Support

Ooma, Inc.

[Ooma Address]  
[City, State, ZIP Code]

Subject: Request for Password Recovery

Dear Ooma Support Team,

I hope this message finds you well. I am writing to request assistance in recovering my Ooma account password, as I am currently unable to access my account.

My account details are as follows:

- Account Name: [Your Account Name]
- Associated Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]

I would appreciate your guidance on the steps I need to take to reset my password. Please let me know if you require any additional information to verify my identity.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]