

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: VZW User Login Information

Dear [Recipient's Name],

We are pleased to inform you that your VZW user account has been successfully created. Below are the details you need to log in:

Username: [Your Username]

Temporary Password: [Your Temporary Password]

Please follow these steps to access your account:

1. Go to the VZW login page: [VZW Login URL]

2. Enter your username and temporary password.

3. You will be prompted to reset your password upon first login.

If you encounter any issues or have questions, feel free to contact our support team at [Support Email/Phone Number].

Thank you for choosing VZW.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]