

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance with logging into the XT Application Portal. I have recently encountered some difficulties while attempting to access my account, primarily due to [briefly explain the issue, e.g., "forgotten password" or "technical error"].

To resolve this issue and regain access, I kindly ask for your guidance or any necessary steps I should follow. My username is [Your Username], and I would appreciate your help at your earliest convenience.

Thank you for your time and support. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Contact Number]