

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I wanted to take the opportunity to follow up regarding my login credentials for [specific platform or service] that were discussed on [date of initial discussion].

[Briefly reiterate the purpose of your previous communication, any relevant details regarding the login issue, and express your interest in resolving it.]

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

Best regards,  
[Your Name]  
[Your Position, if applicable]