

[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]