

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

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

Subject: Request for Password Reset

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance with resetting my password for my account associated with the username/email [Your Username/Email].

Due to [brief explanation of the reason, e.g., forgotten password, unauthorized access], I am unable to access my account.

Please guide me through the process of resetting my password or provide the necessary instructions to regain access.

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

Sincerely,
[Your Name]