

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

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

Dear [Recipient's Name],

Subject: Reminder for Login Credentials

I hope this message finds you well. This is a friendly reminder regarding your login credentials for [specific platform/system name].

As a reminder, your username is: [Username].

If you have not yet logged in or if you need assistance with your password, please do not hesitate to reach out.

If you have already completed this task, please disregard this message.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]