[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
University of Queensland
IT Support Services
[University Address]
[City, State, Zip Code]
Dear IT Support Team,
Subject: UQ Login Assistance Request
I hope this message finds you well. I am writing to request assistance with my University of Queensland login credentials.
My details are as follows:
- Name: [Your Full Name]
- Student/Staff ID: [Your ID Number]
- Email Address associated with the account: [Your Email Address]
- Description of the issue: [Briefly explain the issue you are facing, e.g., "I am unable to log in to my account due to a forgotten password."]
I would appreciate any help you can provide to resolve this issue at your earliest convenience. If further information is required, please do not hesitate to contact me via email or phone.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]