

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department/Office]
[University of Queensland]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Login Confirmation for University of Queensland

I am writing to confirm my login credentials for the University of Queensland's online portal. Below are my details:

- Full Name: [Your Full Name]
- Student/Staff ID: [Your ID]
- Program/Department: [Your Program/Department]
- Username: [Your Username]

I have successfully completed the login process and have access to all necessary resources. If there are any issues or further verification required, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student/Staff ID]