

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University of Queensland]
[Office of Student Services]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Dear Sir/Madam"],

Subject: Inquiry Regarding Login Issues

I hope this letter finds you well.

I am writing to inquire about a login issue I am experiencing with my University of Queensland account. My student ID is [Your Student ID], and I have been unable to access my account since [date of issue]. I have tried resetting my password and following the recommended troubleshooting steps, yet I am still unable to log in.

I would appreciate any assistance you can provide in resolving this issue at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Student ID]
[Your Course/Program Name]