

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[University/Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Explanation of UQ Login Issue

I am writing to bring to your attention a persistent issue I have been experiencing with my UQ login. Despite multiple attempts to access my account, I have been unable to log in since [date issue began].

I have followed the standard procedures for account recovery, including [briefly outline any steps you have taken, e.g., resetting password, clearing cache, etc.]. However, these measures have not resolved the problem.

The inability to access my account has significantly impacted my ability to [mention any academic or administrative tasks affected]. I kindly request your assistance in resolving this issue promptly.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID or Employee ID if applicable]