

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Admissions Office
University of Queensland
[University Address]
[City, State, Zip Code]
Dear [Admissions Officer's Name],
Subject: Request for Login Credentials
I hope this letter finds you well. I am writing to request assistance regarding my login credentials for the University of Queensland's online portal.
- Full Name: [Your Full Name]
- Student ID: [Your Student ID] (if applicable)
- Date of Birth: [Your Date of Birth]
- Program of Study: [Your Program Name]
Unfortunately, I have been experiencing difficulties accessing my account, and I would appreciate your guidance in resolving this matter. Any information or assistance you could provide would be greatly appreciated.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]