

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Office Name]  
[University of Queensland]  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Report of Login Problem  
I hope this message finds you well. I am writing to formally report an issue I have been experiencing with my University of Queensland login credentials.  
Details of the issue are as follows:  
- \*\*Username:\*\* [Your Username]  
- \*\*Date and Time of Attempted Login:\*\* [Date and Time]  
- \*\*Error Message Received:\*\* [Exact error message or description of the problem]  
I have already attempted the following troubleshooting steps:  
1. [Step 1 - e.g., Reset password]  
2. [Step 2 - e.g., Cleared browser cache]  
3. [Step 3 - e.g., Tried different browser or device]  
Despite these efforts, I am still unable to access my account. I would greatly appreciate your assistance in resolving this matter at your earliest convenience, as I need access for [reason why access is important, e.g., coursework, upcoming deadlines, etc.].  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Student ID]