

[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: Request for Login Credentials

I hope this message finds you well. I am writing to request assistance regarding my login credentials for the University of Queensland's online services.

I am a [your program or role, e.g., first-year undergraduate student, master's student, etc.] enrolled in the [specific program name] program, and my student ID is [your student ID]. Unfortunately, I have been unable to access my account due to [briefly explain the issue, e.g., forgotten password, locked account, etc.].

I would appreciate your guidance on how to resolve this issue and regain access to my account. If any additional information or documentation is needed, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Student ID]