

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[University of Queensland]  
[Department Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reset of my UQ login credentials.

Unfortunately, I am unable to access my account due to [briefly explain reason, e.g., forgotten password, account locked].

My student ID is [Your Student ID], and the email associated with my account is [Your Email Address]. I would appreciate your assistance in resetting my login details as soon as possible, as access to my account is essential for my studies.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)