[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University of Queensland]
[Office of Information Technology]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name or "To Whom It May Concern"],
Subject: Request for Login Restoration
I hope this letter finds you well. I am writing to formally request the restoration of my university login credentials. My details are as follows:
- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program of Study: [Your Program]
- Date of Birth: [Your Date of Birth]
Unfortunately, I have been unable to access my account since [Date of Issue], due to [briefly explain the issue, e.g., forgotten password, account lock, etc.]. This has hindered my ability to access crucial academic resources and communication.
I kindly request your assistance in restoring my login access at your earliest convenience. If any further information is required to facilitate this process, please do not hesitate to contact me via email or phone.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]