

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

Dear [Recipient Name],

Subject: Request for UQ Login Service

I hope this letter finds you well. I am writing to request assistance regarding my University of Queensland (UQ) login credentials.

My details are as follows:

- Student/Staff ID: [Your ID]
- Full Name: [Your Full Name]
- Program/Department: [Your Program/Department]

Due to [brief reason for your request, e.g., forgetting password, locked account, etc.], I am currently unable to access my UQ online services. I would appreciate your prompt assistance in resolving this issue so that I can regain access as soon as possible.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]