

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[University of Queensland]  
[University Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
Subject: UQ Login Troubleshooting Assistance Required  
I hope this message finds you well. I am writing to seek assistance with an issue I am experiencing while trying to log into my University of Queensland account.  
[Briefly describe the issue you are facing, including any error messages or symptoms you have encountered.]  
Despite trying the following troubleshooting steps:  
1. [Step 1: e.g., clearing cache and cookies]  
2. [Step 2: e.g., resetting my password]  
3. [Step 3: e.g., trying a different browser or device]  
I have been unable to resolve the problem. I would greatly appreciate any guidance or support you can provide to help me regain access to my account.  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]