

[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)]