

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[University of Queensland]
[Office of the Registrar or relevant department]
[University Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Request for Update to UQ Login Information
I hope this message finds you well. I am writing to request an update to my login information associated with my University of Queensland account. My details are as follows:
- Student ID: [Your Student ID]
- Current Email: [Your Current Email]
- New Email (if applicable): [Your New Email]
- Other relevant information: [Any other pertinent details]
Due to [brief explanation of the reason for the update, e.g., change of email, loss of access], it is important for me to update my login information to ensure continued access to my student resources and university communications.
Please let me know if you require any further information or documentation to process this request. I appreciate your assistance in this matter and look forward to your prompt response.
Thank you for your attention to this issue.
Sincerely,
[Your Name]
[Your Student ID]