

# Password Reset Process Overview

Dear [User's Name],

We received a request to reset your password. Below is an overview of the process:

1. **Request Password Reset:** Click on the "Forgot Password?" link on the login page.
2. **Receive Email:** Check your email for a password reset link. Make sure to check your spam/junk folder.
3. **Reset Your Password:** Click on the link in the email, and enter your new password.
4. **Confirm Change:** You will receive a confirmation email once your password has been successfully reset.

If you did not request a password reset, please ignore this email.

Thank you,

[Your Company Name] Support Team