

Password Change Procedure

Dear [Recipient's Name],

We are writing to inform you of the procedure for changing your exclusive access password. Please follow the steps outlined below to ensure the security of your account:

1. Log in to your account using your current password.
2. Navigate to the 'Account Settings' section.
3. Select 'Change Password'.
4. Enter your current password in the designated field.
5. Choose a new password, making sure it meets the following criteria:
 - At least 8 characters long
 - Includes both uppercase and lowercase letters
 - Contains at least one numeric digit
 - Has at least one special character (e.g., !@#\$%^&*)
6. Re-enter your new password to confirm.
7. Click 'Submit' to save your changes.

If you encounter any issues or have any questions, please do not hesitate to contact our support team at [Support Email].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]