

Password Change Reminder

Dear [Recipient's Name],

This is a friendly reminder that it's time to update your exclusive access password for [Service/Account Name]. For your security, we recommend changing your password every [time frame, e.g., 90 days].

Please follow these steps to change your password:

1. Log in to your account at [Website URL].
2. Go to the "Account Settings" section.
3. Select "Change Password."
4. Enter your current password and your new password.
5. Save your changes.

Remember to choose a strong password that is unique and not easily guessed. If you have any questions or need assistance, please do not hesitate to contact our support team.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]