

# Password Update Instructions

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to ensuring your security, we are updating the exclusive access passwords for your account.

## New Password Instructions

1. Visit our secure login page at [Login URL].
2. Enter your current username and old password.
3. Navigate to the "Account Settings" section.
4. Select "Change Password."
5. Enter your new password: [New Password] (Make sure it meets our security requirements).
6. Confirm your new password, then click "Save Changes."

If you encounter any issues, please do not hesitate to contact our support team at [Support Email] or call us at [Support Phone Number].

Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Title]  
[Your Company]