

Password Retrieval Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance in retrieving my subscription password for my account associated with the email address [Your Email Address]. Unfortunately, I have lost access to my password and am unable to log in to my account.

For your reference, my account details are as follows:

- Full Name: [Your Full Name]
- Subscription Type: [Type of Subscription]
- Account Creation Date: [Date of Account Creation]

I would appreciate your prompt assistance in this matter and any guidance on how to reset my password. Thank you for your help!

Sincerely,

[Your Name]