

IT Support Request for Account Access Recovery

Date: [Insert Date]

To: IT Support Team

From: [Your Name]

Email: [Your Email]

Department: [Your Department]

Contact Number: [Your Contact Number]

Subject: Request for Account Access Recovery

Dear IT Support Team,

I am writing to request assistance in recovering access to my account, as I am currently unable to sign in. I have tried the password reset option, but I still cannot access my account.

Here are the details of my account:

- Username: [Your Username]
- Email associated with the account: [Your Email]
- Last known successful login: [Date]

Please let me know if you require any further information to assist with this recovery request. I appreciate your prompt attention to this matter.

Thank you for your support.

Sincerely,

[Your Name]