

Password Assistance Guidelines

Dear [User's Name],

We understand that managing passwords can sometimes be challenging. To assist you in maintaining your account security, we have outlined some guidelines below:

Creating a Strong Password

- Use at least 12 characters, combining uppercase and lowercase letters, numbers, and symbols.
- Avoid using easily guessed information such as birthdays or names.
- Consider using a passphrase made up of random words.

Regularly Updating Your Password

We recommend changing your password every 3 to 6 months to enhance security. Remember to:

- Notify us immediately if you suspect any unauthorized access to your account.
- Use different passwords for different accounts.

Recovering Your Password

If you need to reset your password, please follow these steps:

1. Visit the login page and click on the 'Forgot Password?' link.
2. Enter your registered email address.
3. Check your email for a password reset link and follow the instructions provided.

For any additional assistance, feel free to contact our support team at [Support Email] or [Support Phone Number].

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