

# Password Reset Request

To Whom It May Concern,

I am writing to formally request a reset of my password for my account associated with the email address **user@example.com**.

Due to [brief reason for password reset, e.g., "forgetting my current password" or "suspicious activity"], I am unable to access my account.

I would appreciate your assistance in resetting my password at your earliest convenience. Please let me know if you require any further information to verify my identity.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]