

Password Recovery Instructions

Dear [User's Name],

We received a request to reset the password for your account on our self-service portal. To proceed with the password recovery, please follow the instructions below:

1. Click on the following link to access the password reset page: [Reset Password](#)
2. Enter your registered email address and click "Submit".
3. Check your email for a message with the subject "Password Reset Request".
4. Follow the instructions in the email to create a new password.

If you did not request a password reset, please ignore this email. Your account will remain secure.

For further assistance, feel free to contact our support team.

Thank you,
The [Company Name] Team