

Formal Request for Account Recovery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the recovery of my account associated with the email address [Your Email Address]. Unfortunately, I am unable to access my account due to [briefly explain the reason, e.g., password reset issues, account locked, etc.].

For verification purposes, my account details are as follows:

- Full Name: [Your Full Name]
- Username: [Your Username]
- Date of Birth: [Your Date of Birth]

I would appreciate your assistance in recovering my account at your earliest convenience. If you require any additional information or documentation to verify my identity, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]