

# Account Recovery Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], am writing to formally request the restoration of my online account associated with the email address [Your Email Address].

Due to [brief reason for account recovery, e.g., loss of access, forgotten password, etc.], I am unable to access my account. I would appreciate your assistance in restoring my account as soon as possible.

I have included the necessary verification information below to facilitate this process:

- Full Name: [Your Full Name]
- Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]
- Date of Birth: [Your Date of Birth]
- Any Additional Identifying Information: [e.g., last login date, account creation date]

Please let me know if you require any further information to proceed with my request. I appreciate your attention to this matter and look forward to hearing from you soon.

Thank you.

Sincerely,  
[Your Full Name]  
[Your Address]  
[City, State, Zip Code]