

# Account Recovery Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], am writing to authorize the recovery of my online account associated with the email address [your.email@example.com]. Due to [brief explanation of the situation, e.g., forgetting password, account lockout], I am unable to access my account and need assistance with the verification process.

For your reference, the following details are provided to facilitate the account recovery:

- Account Username: [Your Username]
- Registered Email: [your.email@example.com]
- Phone Number: [Your Phone Number]
- Date of Birth: [Your Date of Birth]

I kindly request that you initiate the account verification process at your earliest convenience. Please inform me of any additional information or documentation you may require.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]