

Account Recovery Authorization Letter

Date: [Insert Date]

To: [Company Name]
Customer Support Team
[Company Address]
[City, State, Zip Code]

Subject: Authorization for Email Address Change

Dear Customer Support Team,

I am writing to formally request an email address change for my online account associated with the username **[Insert Username]** and the current email address **[Insert Current Email Address]**.

Due to [brief reason for the change, e.g., "security concerns" or "access issues"], I would like to change my registered email address to **[Insert New Email Address]**.

I understand that this change involves verification steps to ensure the security of my account. I am willing to provide any necessary information and complete the required processes for the verification.

Please let me know if you require any further details or documentation to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,
[Your Full Name]
[Your Phone Number]
[Your Address, optional]