

Account Recovery Authorization Letter

Date: [Insert Date]

To: [Service Provider Name]

Subject: Account Recovery Authorization for Password Reset

Dear [Service Provider Name] Support Team,

I am writing to formally authorize the reset of my account password for my account associated with the email address [Your Email Address] due to [reason for reset, e.g., forgetting the password, suspected account breach].

For verification purposes, please find the necessary details below:

- Full Name: [Your Full Name]
- Account Username: [Your Username]
- Account Email: [Your Email Address]
- Phone Number: [Your Phone Number]

I kindly request that you initiate the password reset process at your earliest convenience. If you require any further information or documentation for verification, please do not hesitate to contact me at [Your Phone Number] or [Your Alternative Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip]