

Password Reset Instructions

Dear [User's Name],

To reset your password for your email account, please follow the guidelines below:

1. Visit the email login page.
2. Click on the "Forgot Password?" link.
3. Enter your registered email address.
4. Check your inbox for a password reset email.
5. Click on the link provided in the email.
6. Follow the prompts to create a new password. Ensure it meets the following criteria:
 - At least 8 characters long
 - Includes a mix of uppercase and lowercase letters
 - Contains at least one number
 - Has at least one special character (e.g., !, @, #, \$)
7. Confirm your new password by re-entering it.
8. Log in with your new password.

If you encounter any issues during the process, please contact our support team at [Support Email].

Best regards,
[Your Company Name] Support Team