

PASSWORD RESET – User forgets answers to secret questions.

DATE

New York State Joint Commission on Public Ethics
540 Broadway
Albany, New York 12207

ATTN: Help Desk

I am writing to request that my password on behalf of _____
(Lobbyist, Client or Public Corporation Name)

for the online reporting system be reset & emailed, along with the user id, to the following
email _____.
(Specify E-mail)

Sincerely,

(Responsible Person's Signature)

SAMPLE