

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Department]

[Recipient Email]

Dear [Recipient Name],

Subject: Reminder: Access Review for Okta

We hope this message finds you well. This is a friendly reminder regarding the upcoming access review for the Okta platform scheduled for [Review Date].

As part of our commitment to maintaining security and compliance, it is crucial that all access rights are reviewed and verified regularly. Please take the time to assess the access levels of the users in your department and ensure that they align with their current roles and responsibilities.

Here are a few key points to consider during your review:

1. Verify that users still require their current access.
2. Identify and revoke access for any users who no longer need it.
3. Confirm that all active users have the appropriate permissions based on their job functions.

Please complete the review by [Completion Deadline] and provide any required feedback or changes to the IT department.

Thank you for your attention to this important matter. If you have any questions or need assistance, feel free to contact us at [IT Support Email] or [IT Support Phone Number].

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Your Phone Number]

[Your Email]