

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Okta Account Recovery

Dear [Recipient Name],

I hope this message finds you well. I am writing to request assistance with the recovery of my Okta account, as I am currently unable to access it due to [briefly explain the issue, e.g., forgotten password, locked account, etc.].

My account details are as follows:

- Username: [Your Username]
- Email associated with the account: [Your Email]
- [Any other identifying information if necessary]

I would appreciate any guidance or steps you can provide in order to recover my account. Please let me know if you require any further information to assist with this request.

Thank you for your help. I look forward to your prompt response.

Sincerely,
[Your Name]