

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Okta Compliance Agreement

We are writing to formally outline the terms of our compliance agreement regarding the use of Okta services. This agreement is intended to ensure that both parties adhere to the necessary compliance requirements and best practices while utilizing Okta for identity management solutions.

Agreement Overview:

1. **Compliance Standards**: Both parties agree to adhere to industry standards and regulatory requirements relevant to data protection and privacy.
2. **Data Security**: Measures shall be implemented to ensure the security of data processed through Okta.
3. **Access Management**: Protocols will be established for managing user access to ensure only authorized personnel have access to sensitive information.
4. **Audit and Reporting**: Both parties agree to conduct regular audits and provide compliance reports as required.

By signing below, both parties confirm their acceptance of the terms outlined in this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Signature Line for Recipient]

[Signature Line for Your Company]