

[Your Name]
[Your Job Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Okta Exemption

I hope this message finds you well. I am writing to formally request an exemption from the Okta authentication requirement for my account due to [briefly state reason, e.g., specific circumstances, project needs, etc.].

[Provide a detailed explanation of your situation, including how it impacts your work and any measures you will take to ensure security compliance.]

I assure you that I will continue to prioritize security in my daily operations and am willing to implement alternative methods to mitigate risks associated with this exemption.

I appreciate your consideration of my request and am looking forward to your guidance on this matter. Please let me know if you require any further information or documentation.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]