

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval for Okta Access

We are pleased to inform you that your request for access to the Okta platform has been approved. This access will enable you to [briefly describe the purpose of access, e.g., manage user identities, access applications, enhance security, etc.].

****Access Details:****

- ****User ID:**** [User ID]

- ****Role:**** [User Role/Permission Level]

- ****Access Start Date:**** [Start Date]

- ****Access Expiry Date:**** [Expiry Date] (if applicable)

Please ensure that you adhere to all company policies and best practices while using the Okta platform. If you have any questions or require further assistance, feel free to contact [Contact Name/Department] at [Contact Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Email Address]