

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Okta Identity Verification Letter

Dear [Recipient Name],

We are writing to confirm the identity of [Employee Name/Individual's Name] as part of our verification process with Okta.

****Employee/Individual Details:****

- Full Name: [Employee Name]
- Position/Role: [Position Title]
- Email Address: [Employee Email]
- Employee ID: [Employee ID if applicable]

This letter serves to verify that [Employee Name] is an authorized user of our Okta Identity Management system.

Please feel free to contact us at [Company Phone Number] or [Company Email Address] if you require any further information or confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]