

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company/Department]

[Recipient Address]

Dear [Recipient Name],

Subject: Change in Okta User Access

We hope this message finds you well.

We are writing to inform you about a change in your Okta user access effective [Date of Change]. This adjustment is due to [reason for change, e.g., role change, project completion, security compliance, etc.].

**\*\*Current Access Level:\*\***

- Description of current access level

**\*\*New Access Level:\*\***

- Description of new access level

If you have any questions or require further information, please do not hesitate to reach out to [Contact Name] at [Contact Email] or [Contact Phone Number].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Email]

[Your Phone Number]