

# Notification of Granting Electronic Record Access

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that your request for electronic record access has been granted. You are now authorized to access the following electronic records:

- [Record Type/Description 1]
- [Record Type/Description 2]
- [Record Type/Description 3]

Your access credentials are as follows:

Username: [Insert Username]

Password: [Insert Temporary Password]

Please log in to your account at [Insert URL] to access the records. We recommend you change your password upon your first login for security purposes.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]