

# Guidelines for Using Temporary Access Credentials

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Temporary Access Credentials Guidelines

Dear [Recipient Name],

This letter serves as a guideline for the proper use of temporary access credentials issued to you. Please adhere to the following instructions:

1. **Purpose of Access:** Temporary access credentials are provided for [specific purpose]. Use them only for this designated purpose.
2. **Validity Period:** The credentials are valid from [start date] to [end date]. Ensure to complete your tasks within this timeframe.
3. **Confidentiality:** Do not share your credentials with anyone. Maintain the confidentiality of your access information.
4. **Access Limitations:** Your access is limited to [specific systems/resources]. Do not attempt to access any other areas.
5. **Reporting Issues:** If you encounter any issues while using the credentials, please contact [support contact information].

Failure to adhere to these guidelines may result in immediate revocation of access privileges.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]