

Remote Access Setup Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the successful setup of remote access for your system in preparation for the upcoming upgrades. The details are as follows:

Remote Access Details:

- **Access URL:** [Insert Access URL]
- **Username:** [Insert Username]
- **Password:** [Insert Password]
- **Access Period:** [Insert Access Period]

Please ensure that you have the necessary security software updated and functioning before the scheduled upgrade.

Should you have any questions or need further assistance, do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]