

Access Approval Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for access to our online systems has been approved. You are now granted access to the following resources:

- [Resource 1]
- [Resource 2]
- [Resource 3]

Your login credentials are as follows:

Username: [Your Username]

Password: [Your Password]

Please ensure that you change your password upon your first login for security purposes. If you have any questions or need assistance, feel free to contact our support team at [Support Email or Phone Number].

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company]