

# Access Acknowledgment Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for system access has been granted. You now have access to [Specify System/Platform Name], effective immediately.

Please find below the details of your access:

- Username: [Insert Username]
- Password: [Insert Temporary Password]
- Access Level: [Specify Access Level]

We kindly ask you to change your password upon your first login for security purposes. Should you have any questions or need assistance, please feel free to contact the IT support team at [Support Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]