

Access Rights Approval

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval of E-commerce Account Management Access Rights

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally approve the request for access rights to the e-commerce account management system for the following individuals:

- [Name 1] - [Access Level]
- [Name 2] - [Access Level]
- [Name 3] - [Access Level]

The access rights will be effective from [Start Date] and will enable them to perform essential functions such as [List Functions].

If you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]