

[Date]

[Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Acknowledgement of Agency Portal Access

Dear [Contact Name],

This letter serves as formal acknowledgement that [User Name/Agency Name] has been granted access to the [Company Name] Agency Portal.

By accessing the portal, the Agency and its authorized users agree to the following conditions:

- **Confidentiality:** All data, client information, and proprietary materials accessed through the portal must be kept strictly confidential.
- **Security:** Login credentials must not be shared. The Agency is responsible for all actions taken under its assigned accounts.
- **Authorized Use:** The portal shall be used solely for business purposes related to the agreement between [Company Name] and [Agency Name].
- **Notification:** The Agency must notify [Company Name] immediately if an authorized user leaves the firm or if a security breach is suspected.

Your login credentials have been sent via a separate secure communication. Please log in to verify your account and update your password immediately.

If you have any technical difficulties, please contact our support team at [Support Email/Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Agency Acceptance:

I acknowledge that I have received access to the portal and agree to the terms stated above.

Signature: _____ Date: _____