Hello [Sender’s Name1],

Subject: User System Account Audit Report

Thank you from bringing this to our attention. We understand the important of ensuring that our systems only have authorized accounts. We have conducted a thorough audit of all systems supported by our IT team. Below is a detailed report on employee and system/service accounts, including any unauthorized accounts found and actions taken:

**SYSTEM ACCOUNT AUDIT REPORT:**

SYSTEM 1:

* **Authorized Employee Accounts:**[List of authorized employee accounts]
* **System/Service Accounts:**[List of authorized system/service accounts]
* **Unauthorized Accounts Detected:**[List any unauthorized accounts found]
* **Action Taken:**[Specify how each unauthorized account was handled]

SYSTEM 2:

* **Authorized Employee Accounts:**[List of authorized employee accounts]
* **System/Service Accounts:**[List of authorized system/service accounts]
* **Unauthorized Accounts Detected:**[List any unauthorized accounts found]
* **Action Taken:**[Specify how each unauthorized account was handled]

*REPEAT THIS STRUCTURE FOR ALL SYSTEMS SUPPORTED BY OUR IT TEAM*

**OVERALL SUMMARY:**

* **Authorized Employee Accounts Across All Systems:**[Summary of authorized employee accounts1]
* **System/Service Accounts Across All Systems:**[Summary of authorized system/service accounts]
* **Unauthorized Accounts Detected Across All Systems:**[Summary of unauthorized accounts found]
* **Actions Taken Across All Systems:**[Summary of actions taken to address unauthorized accounts]

This report aims to provide a comprehensive overview of our account landscape, ensuring that only authorized personnel have access to our systems. If you have any questions or need further clarification, please feel free to reach out.

Best regards,  
[Your Team Name]