INSERT DATE

Customer Name

Address 1

Address 2

City

Country

**Re: Microsoft Software Licensing**

Dear Name,

I wish to confirm that End Customer Company Name is responsible for licensing the following Microsoft software deployed in the SPLA Partner Name environment;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Server Name | Application Name and Version | Application Edition | Number and type of License | Microsoft Agreement Number |
|  | Example server | SQL Server 2014 | Enterprise | 2 x 2 Core Pack | Enterprise Agreement 12345 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

I wish to further confirm that End Customer Company Name has purchased the licenses outlined in the table above under the agreements specified.

As Position Name at Company Name I am duly authorised and empowered to make this declaration on behalf of Company Name.

Yours sincerely,

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Name

Position

Date