**Confirmation of Firmware Letter**

**(Sample letter for Non-Profit Reimbursement Projects)[[1]](#footnote-1)**

[Note: This letter must be placed on licensor’s official letterhead.]

[Insert date]

Attn.: [insert name of Agency Project Manager]

NYC Department of Design + Construction

30-30 Thomson Avenue, Law Division, 4th Floor

Long Island City, NY 11101

From [insert name of representative & name of company]

Re: Confirmation of Firmware – FY [Enter FY] Project ID [Enter Project ID]

Dear [insert name of Agency Project Manager]:

Regarding your request to transfer firmware to another user, location, or facility, should the device be physically transferred.

* [insert Product name] is standalone equipment with firmware.
* [insert Product name] doesn’t have an end-user license agreement. There are no terms and conditions or user license to review by NYC Department of Design and Construction.
* Use of the [insert Product name] and its firmware will automatically transfer to another user.

[Handwritten Signature of Licensor Representative]

[Printed Name]

[Title]

[Date of signature]

1. This letter serves as a sample of what your organization will need to submit to the agency. Please remove all bracketed references and footnotes in the final version of your letter. [↑](#footnote-ref-1)