

Date: [today's date]

PRIVATE & CONFIDENTIAL

To whom it may concern,

Re: Autodesk Software Education License for [faculty member full legal name: must match the first and last name of faculty member's Autodesk account]

This letter confirms that the above faculty member is currently employed at [name of school].

Should you require any further information, you may contact [colleague or administrator name] at [email address].

The information contained in this letter will be used by Autodesk and its vendors solely to confirm faculty eligibility for educational access to Autodesk products and services and in accordance with the Autodesk [Privacy Statement](#).

Yours sincerely,

[signature of faculty colleague or administrator]

Name:

Title:

Instructions: Fill out gray boxes with appropriate details and have a senior faculty colleague or administrator sign it. Letter must be on school letterhead. You may either copy and paste into your school letterhead, or print on letterhead and scan/photograph in preparation for uploading in support of your request to confirm your eligibility for educational access to Autodesk products and services through the [Autodesk Education Community](#).