

Date: [today's date]

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Autodesk Software Education License for** [IT/Lab Administrator's full legal name]. *Note: this must match the first and last name used for the Autodesk account. If Autodesk account credentials are shared among Lab Administration staff, you will now need to create an Autodesk account personal to you, so that you can confirm your employment at a Qualified Educational Institution.]*

This letter confirms that the above IT/Lab Administrator is currently employed at/by [name of school] to manage the installation and deployment of multi-user or network Educational licenses for Autodesk® software at this educational institution.

Should you require any further information, you may contact [Director or School Administrator name] at [email address].

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

Yours sincerely,

[signature of Director or School Administrator]

Name:

Title:

**Instructions:** Fill out gray boxes with appropriate details and have a Director or School Administrator authorize it. This letter must be on school letterhead. You may either copy and paste the text above onto your school letterhead, or print on letterhead and scan/photograph in preparation for uploading it in support of your request to confirm your eligibility for educational access to Autodesk products and services through the [Autodesk Education Community](#).