

Date: \_\_\_\_\_

IBM Corporation  
3039 Cornwallis Road  
Research Triangle Park, NC 27709

Attention: PS Group S/W Contracts Department (Dept ENEA/002-3)  
FAX 919-543-0391 or -6495

Subject: Destruction of Originally Preinstalled Microsoft and Installation of a Downlevel Version of Microsoft Software

Dear Sir,

It is my understanding that the IBM / Microsoft software license agreement authorizes IBM, as part of its warranty and service offerings for IBM personal computers that originally shipped preloaded with certain Microsoft operating systems, upon written request of a corporate/government customer, to give companies, such as mine, the right to destroy (such destruction to be certified) the original preinstalled Microsoft operating system on the IBM personal computer and install a downlevel version of a Microsoft operating system.

My Company, \_\_\_\_\_, has received (Qty.) \_\_\_\_\_ IBM Personal Computers, model number \_\_\_\_\_ with Microsoft operating system \_\_\_\_\_, version \_\_\_\_\_ which we want to downlevel to Microsoft operating system \_\_\_\_\_, version \_\_\_\_\_.

By way of this letter, I certify that the originally preinstalled Microsoft operating system (\_\_\_\_\_, version \_\_\_\_\_), any recovery or back-up CD, and/or any related documentation that would not be applicable to the downlevel version, in the quantities and on the model(s) identified above, shall be destroyed prior to the installation of Microsoft operating system \_\_\_\_\_, version \_\_\_\_\_.

Any support that my Company requires to accomplish this task will be separately contracted for. I can notify my IBM account representative if (downlevel) product end user documentation is required.

Should you have any questions, I can be contacted on telephone number \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_