**Request form for surrendering of IT Assets**

To, Dt: ${date}

ADGM/Computer Services,

NTPL, Tuticorin.

Sir,

Sub: Surrendering of IT Assets to the computer services division and issue of clearance Certificate-Reg.

I ${name},( **${cpf}**) ${designation} hereby surrendering the following IT Assets to the computer services division on $(reason).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL.No. | Description of IT Asset | Qty. | Make & Model | Remarks |
| 1 | $(assets) | set | $(make) | Surrendered |

Yours faithfully

Acknowledgement: The above IT assets are received from the individual.