*<Enter date (mm/dd/yyyy) \*need to be same date as other documentations>*

<*Enter Company/School Name*>

<*Enter Company/School Address*>

<*Enter Company/School Phone Number*>

**Password Reset Request**

This is to request password reset of a Global Admin account on a Microsoft 365 tenant that we own. We, *[Enter Company/School name]*, confirm that:

1. [*Enter Company/School name*] have completed all due processes to reset the password in accordance with Microsoft Online Subscription Agreement (https://azure.microsoft.com/en-gb/support/legal/subscription-agreement/?country=kr&language=en) but have not been successful;
2. [*Enter Company/School name*] have complied with all applicable laws and internal regulations to ensure the validity of this Password Reset Request; and
3. [*Enter Company/School name*] shall indemnify and hold harmless Microsoft from all claims, liabilities, costs and expenses relating to this Password Reset Request claimed by it, its directors or employees or any other third parties.

Please see details below for this request.

Service Request Number <\*\*\*\*\*\*\*\*\*\*>

User ID of the account to be reset <\*\*\*\*\*\*@\*\*\*\*\*\*>

Contact for temporary password <First and Last Name>

<Phone Number>

*<Enter Company owner name/name of the head of the school>*

*<Corporate Seal/Seal of the head of the school>*