*<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*>

**User Elevation Request**

This is to request a user account to be elevated to Global Admin permission 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 elevate user 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 User Elevation Request; and
3. [*Enter Company/School name*] shall indemnify and hold harmless Microsoft from all claims, liabilities, costs and expenses relating to this User Elevation 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 elevated to Global Admin <\*\*\*\*\*\*@\*\*\*\*\*\*>

Contact Information <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>*