

**SAMPLE LETTER FOR BLOCK IRON TO RELEASE KEY RECORDS TO OWNER**



**DISTRICT 10**

*End User  
Letterhead -  
REQUIRED*

District 10 Schools  
555 Main Street  
End User City, State 55555  
(555) 555-5555

May 1, 2003

← *Date - REQUIRED*

To: Block Iron & Supply  
1016 Witzel Ave  
Oshkosh, WI 54901



*Dealer Name -  
RECOMMENDED*

RE: District 10, Jones Elementary School

← *Facility Name - REQUIRED*

We are hereby requesting the release of all key records for "*job name*", including bitting charts, to "*owner's name*". I understand that in receiving such records, we are releasing Block Iron and Supply Company of all future maintenance responsibility for that key system and from any future liability arising out of the failure to maintain that system as it was when released. The system may be transmitted to me via email at "*owner's email*".

Sincerely,

End User Representative  
Facilities Manager



*End User  
Representative  
Signature -  
REQUIRED*