**<On Building Owners Letterhead>**

The Managing Director

FireSense Pty Ltd

18-20 Brookhollow Avenue,

Norwest Business Park

BELLA VISTA 2153

FAX: 02 8850 2999

**Insert Date Here**

**Re: Request For Release Of Password On FireSense Fire Alarm System.**

Dear Sir,

Please accept this letter as a request for FireSense to release the password of the below system to our nominated representative. This request is being made as we have changed fire alarm service companies

**System Information:**

 Building Name: xxxxxxxxxxxxxxxxxx

 Building Address: xxxxxxxxxxxxxxxxxx

 Cryptic Code Displayed: xxxxxxxxxxxxxxxxxx

 Type Of System Installed: FireSense – 2800 ⬜

 FireSense – FS-1600 ⬜

 FireSense – AFP-3030 ⬜

 FireSense Job#: (inside door) xxxxxxxxxxxxxxxxxx

 Number Of Loops: xxxxxxxxxxxxxxxxxx

 If Networked, Node Number: xxxxxxxxxxxxxxxxxx

**Password to be released to:**

 Company: xxxxxxxxxxxxxxxxxx

 Name: xxxxxxxxxxxxxxxxxx

 Contact Number: xxxxxxxxxxxxxxxxxx

I the undersigned certify that I am duly authorized to make this request and understand that this password provides programming and modification access to the system which if not correctly performed may render the system defective or inoperative. I accept all responsibility for this password being released to our representative and relieve FireSense Pty Ltd of any liability of same. I further understand that FireSense is under no obligation to provide this password and that it is at Notifier Inertia Fire Systems sole discretion as to the timeliness of this passwords release.

Yours Faithfully,

Xxxxxx

Title