Note: This letter must be placed on your organization’s official letterhead.]

[Enter Today’s Date]

Attn: [Insert name of Agency Project Manager]

NYC Department of Design and Construction

30-30 Thomson Avenue, 4th floor

Long Island City, NY 11101

Re: Equipment Owned by the Organization in Relation to [Enter Project ID] Project Award for $[Enter ProjectAmount]

Dear [Enter Name of Agency Project Manager]:

The equipment purchased for the award referenced in the subject of this letter, is dependent on equipment the organization already owns.

Please find below, the requested information on the list of equipment the organization owns in relation to the capital award[[1]](#footnote-1):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Type** | **Make and Model** | **Quantity** | **Purchase Date** | **Purchase Price** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I hereby certify that the expected useful life of the item(s) listed above, is 5 years from the date we receive reimbursement for the equipment purchased for this award and we will replace any items that cease to function during this period, at our own expense.

Sincerely,

[Handwritten Signature of CEO/Authorized Representative]

[Printed Name]

[Title]

1. Insert additional rows, if necessary, by right clicking inside the table and selecting Insert > Insert Rows Below. If there are too many items to list, then a general acknowledgement of the items may be acceptable. [↑](#footnote-ref-1)