

[Your Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name/IT Manager/Compliance Officer]
[Software Provider Name]
[Address]
[City, State, Zip Code]

RE: Notice of Good Faith Software License Verification

Dear [Contact Person or Compliance Department],

This letter serves as a formal notification that [Law Firm Name] is currently conducting an internal, good faith verification of its software assets and licensing compliance regarding [Name of Software/Product Suite].

As a professional legal organization, we are committed to maintaining full compliance with all End User License Agreements (EULA) and intellectual property requirements. To ensure our records align with your deployment data, we are reviewing our current installation counts against our active license entitlements.

We are taking the following proactive steps:

- Conducting a comprehensive audit of all workstations and servers.
- Reviewing purchase orders and subscription renewals associated with [Account Number/Contract Number].
- Identifying any legacy versions or redundant installations for decommissioning.

Should we identify any discrepancies during this internal review, we intend to rectify them promptly through the appropriate procurement channels. We request that you provide a current summary of our licensing entitlement as reflected in your records to assist with our reconciliation process.

Please direct all correspondence regarding this matter to [Name of Point of Contact] at [Email Address]. Thank you for your cooperation in ensuring our firm remains in good standing.

Sincerely,

[Signature]
[Printed Name]
[Title/Partner]
[Law Firm Name]