

Date: [Insert Date]

To:

[Contact Name/IT Manager]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Subject: Notice of License Compliance Review - [Software Name]

Dear [Contact Name],

This letter serves as a formal good faith notice regarding the licensing status of [Software Name] currently in use at [Law Firm Name].

As part of our standard quality assurance and compliance monitoring, we have conducted a preliminary review of your firm's active user accounts against your current licensing agreement ([Agreement Number]). Our initial records suggest a potential discrepancy between the number of active installations and the number of purchased seats.

The purpose of this notice is to provide you with the opportunity to reconcile your account voluntarily. We request that you perform an internal audit of your current software usage and provide us with a summary report within [Number] business days.

Requested Actions:

- Confirm the current number of active users/workstations utilizing the software.
- Identify any decommissioned machines that may still be registered in the system.
- Provide proof of purchase for any additional licenses not reflected in our primary database.

We value our partnership with [Law Firm Name] and aim to resolve this matter efficiently. If your firm is found to be over-deployed, we are happy to assist you in securing the necessary additional licenses to bring your account back into compliance.

Please submit your findings or direct any questions to [Compliance Officer Name] at [Email Address] or [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Software Company Name]