

[Date]

[Managing Partner Name]

[Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Good Faith Software License Review and Compliance Audit

Dear [Partner Name/Legal Counsel],

This letter serves as formal notification that [Software Company Name] is initiating a good faith review of the software products and licenses currently deployed by [Law Firm Name].

As a provider of mission-critical legal technology, our goal is to ensure that your firm is operating with fully licensed, secure, and up-to-date versions of our software. This audit is intended to verify alignment between your firm's current software usage and the entitlements granted under your existing End User License Agreement (EULA).

To facilitate this process with minimal disruption to your legal operations, we request that you provide the following information within [Number] business days:

- A current inventory of all workstations and servers running [Software Name].
- A summary of active user accounts and license keys currently in use.
- Documentation of any recent mergers, acquisitions, or firm restructuring that may have impacted seat counts.

We understand the sensitive nature of data security and confidentiality within the legal profession. This review is limited strictly to license validation and does not require access to any client files, case matter data, or privileged communications.

Please designate a point of contact from your IT department or firm management to coordinate this review with our compliance team. You may reach us at [Phone Number] or [Email Address] to schedule an introductory call.

We appreciate your cooperation and your firm's continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Software Company Name]

[Contact Information]