

[Your Name/Law Firm Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Software Company Name]

[Compliance/Audit Department]

[Street Address]

[City, State, Zip Code]

RE: Notice of Good Faith Software Compliance Verification

Account/License Number: [Number]

To whom it may concern,

This letter serves as formal notification that [Law Firm Name] is currently conducting a proactive, good faith internal review of our software environment to ensure full compliance with our existing licensing agreements for [Software Name/Product Suite].

As a legal practice, we prioritize professional responsibility and the protection of intellectual property. We are currently verifying our installation counts against our purchased seats to ensure all deployments are properly authorized.

During this internal audit, if any discrepancies or unintentional over-deployments are identified, it is our intent to rectify them immediately through the procurement of additional licenses or the decommissioning of unused instances. We are committed to maintaining a transparent and compliant relationship with [Software Company Name].

Please direct any communication regarding our account status or licensing reconciliation to my attention at [Email/Phone]. We look forward to our continued partnership.

Sincerely,

[Signature]

[Printed Name]

[Title/Partner]

[Law Firm Name]