

[Your Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Software Vendor/Company Name]
[Compliance Department]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Good Faith Self-Audit and Compliance Verification

Dear [Contact Name or Compliance Officer],

This letter serves as formal notification that [Your Law Firm Name] is currently conducting a good faith internal audit of our software assets and associated licenses pertaining to your products, including but not limited to [List Specific Software Names].

As a legal practice, we maintain strict adherence to professional ethics and intellectual property regulations. The purpose of this voluntary review is to ensure that our current deployment counts align accurately with our active licensing agreements and to rectify any inadvertent discrepancies discovered during the process.

Our internal review includes:

- Verification of all active installations across our network and remote workstations.
- Review of purchase orders, invoices, and license entitlement certificates.
- Validation of user access permissions against subscription tiers.

We anticipate completing this internal reconciliation by [Date]. Upon completion, we will maintain a record of our findings to ensure ongoing compliance. If our records indicate a need for additional seats or license renewals, we will contact your sales department promptly to settle any outstanding requirements.

Please note that this is a proactive measure initiated by the firm to ensure full transparency and contractual integrity. Should you require a summary of our compliance status once the audit is finalized, please direct your request to [Name of Point of Contact] at [Email Address].

Thank you for your continued support of our firm's technical infrastructure.

Sincerely,

[Signature]
[Name of Authorized Signatory]
[Title, e.g., Managing Partner / IT Director]
[Your Law Firm Name]