

[Your Name/Law Firm Name]

[Address Line 1]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Software Company Name]

[Compliance/Legal Department Address]

[City, State, Zip Code]

RE: Good Faith Notice Regarding Software Verification - [Case Name/Reference Number]

Dear [Contact Name or Department],

This letter serves as a formal good faith notice regarding the verification of data and management processes within the [Name of Software] platform as it pertains to the above-referenced matter.

We are currently conducting a review of our legal records and case management workflows. To ensure the integrity of our digital case files and compliance with discovery or reporting requirements, we request a formal verification of the following:

- **Data Authenticity:** Confirmation that the metadata and audit trails for [Specific Case Files] remain intact and unaltered.
- **System Logs:** Provision of activity logs related to user access and document modifications for the period of [Date] to [Date].
- **Compliance Certification:** Verification that the software's current configuration meets the necessary security protocols for legal document retention.

We intend to resolve these verification requirements cooperatively. Please provide the requested information or a confirmation of system integrity by [Deadline Date].

If there are specific technical procedures or additional authorizations required to complete this verification, please notify us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title]