

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Software Vendor Name]
[Vendor Compliance/Legal Department Address]
[City, State, Zip Code]

**RE: Notice of Good Faith Efforts Regarding Software Compliance Verification -
[Contract/Account Number]**

Dear [Name of Contact Person or Compliance Manager],

This letter serves as a formal notice regarding the software compliance verification process initiated by [Software Vendor Name] on [Date of Original Audit Request].

[Your Company Name] acknowledges its obligations under the [Master License Agreement/EULA] and remains committed to maintaining full compliance with all licensing terms. We are currently acting in good faith to complete the requested internal review and data collection required for this verification.

Please be advised that we have taken the following steps to ensure an accurate reporting process:

- Assigned internal technical and legal points of contact.
- Initiated a comprehensive scan of our server and endpoint environments.
- Begun reconciling active deployments against our existing entitlement records.

Due to the complexity of our enterprise environment [optional: and recent infrastructure changes], we anticipate that the final report will be completed by [Projected Completion Date]. We request your acknowledgement of this timeline and your cooperation as we ensure the integrity of the data provided.

This notice is sent without prejudice to any rights or remedies [Your Company Name] may have under the existing agreement or applicable law. We look forward to resolving this matter transparently and efficiently.

Sincerely,

[Signature]

[Printed Name]
[Title/Position]
[Phone Number]
[Email Address]