

To: All Partners

From: [Your Name/IT Compliance Department]

Date: [Insert Date]

Subject: Good Faith Notice: Software License Compliance Review

Dear Partners,

This letter serves as a formal good faith notice regarding our firm's commitment to software license compliance. As part of our ongoing risk management and professional responsibility standards, we are conducting a proactive review of all software assets currently deployed across our internal networks and individual workstations.

Purpose of Review:

- To ensure all software utilized for firm business is properly licensed and documented.
- To mitigate legal and financial risks associated with unauthorized software use.
- To align our IT infrastructure with current End User License Agreements (EULAs).

Action Required:

We kindly request that all partners disclose any specialized or third-party software installed on firm-issued devices that may have been acquired independently. Please submit a list of such applications and any associated proofs of purchase to the IT Department by [Insert Date].

Our Commitment:

This is a collaborative effort to ensure the firm remains in full legal standing. Should any licensing gaps be identified, the firm will work to remediate these discrepancies immediately through proper procurement channels.

We appreciate your cooperation in maintaining the integrity of our digital environment.

Sincerely,

[Your Signature]

[Your Title/Role]

[Firm Name]