

SENT VIA [CERTIFIED MAIL / EMAIL]

DATE: [Date]

TO:

[Officer Name/Legal Department]
[Licensee Company Name]
[Street Address]
[City, State, Zip Code]

FROM:

[Your Name/Company Name]
[Your Department]
[Your Contact Information]

RE: Good Faith Notice of Software License Verification - [Software Name]

Dear [Name of Contact],

This letter serves as a formal good faith notice regarding the license verification process for the legal discovery software [Software Name] currently licensed to [Licensee Company Name].

Under the terms of the [Software License Agreement/EULA] dated [Date of Agreement], specifically Section [Section Number], [Your Company Name] reserves the right to periodically verify that the use of the software is in compliance with the agreed-upon terms, user counts, and deployment environments.

The purpose of this verification is to ensure that your current deployment aligns with your active subscription levels and to assist in identifying any inadvertent over-deployment or unauthorized access. We aim to conduct this process collaboratively and with minimal disruption to your legal operations.

To facilitate this verification, we request that you provide the following information by [Deadline Date]:

- A current report of all registered users and active seats.
- Details of the server environments where the software is hosted.
- Verification of any third-party contractors or outside counsel currently accessing the instance.

Please provide the name and contact information of the technical lead or compliance officer who will serve as our point of contact for this matter. If any discrepancies are identified during this process, we look forward to working with you to resolve them in accordance with our agreement.

Thank you for your prompt attention to this request and for your continued partnership.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]