

DATE: [Insert Date]

TO:

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

RE: Good Faith Notice of Desktop Software Compliance Verification

Dear [Contact Name or Compliance Department],

This letter serves as a formal good faith notice that [Law Firm Name] is currently conducting a voluntary internal verification of our desktop software environment. Our objective is to ensure full compliance with the terms and conditions of our existing End User License Agreements (EULA) and subscription services with [Software Company Name].

In the interest of transparency and proactive management, we are performing the following actions:

- Reviewing all active software installations across firm-issued desktop computers and laptops.
- Reconciling our internal deployment records against current purchasing and subscription documentation.
- Identifying and decommissioning any legacy or unauthorized versions of software that may remain on hardware.

We are committed to maintaining accurate licensing standards. If our internal audit reveals any discrepancies in seat counts or versioning, we intend to contact your account representative immediately to rectify the matter through the appropriate procurement channels.

Should you require any specific documentation or have a preferred reporting format for this verification, please contact our firm's [IT Manager/Compliance Officer], [Name], at [Email Address] or [Phone Number].

We value our partnership with [Software Company Name] and look forward to continuing our professional relationship in full regulatory compliance.

Sincerely,

[Your Name]
[Title]
[Law Firm Name]