

# Software Compliance Review Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that your company is scheduled for a software compliance review in accordance with our licensing agreement. The purpose of this review is to ensure that all software used within your organization is compliant with the licensing terms and conditions.

The review is set to take place on [Insert Date] at [Insert Time]. A representative from our compliance team will be present to assist you throughout the process. Please make sure that all relevant documentation regarding software licenses, installations, and usage is available for review.

Failure to comply with the software licensing terms may result in penalties or the revocation of software licenses. We appreciate your attention to this important matter.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]