

# Software Architecture Compliance Check

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are conducting a compliance check on the software architecture of [Project Name]. This letter serves to inform you about the process and expectations regarding this review.

## Overview

The purpose of this compliance check is to ensure that the software architecture aligns with our organization's standards and guidelines. We will assess specific criteria including but not limited to:

- Scalability
- Performance
- Security
- Maintainability

## Required Documentation

Please provide the following documentation by [Insert Deadline]:

- Architecture Diagrams
- Design Documents
- Technical Specifications
- Compliance Checklists

## Next Steps

Upon receiving the necessary documents, our team will review the architecture for compliance. We aim to complete this assessment by [Insert Completion Date] and will provide feedback on any areas requiring attention.

Thank you for your cooperation. If you have any questions, please feel free to reach out at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Your Email]

[Your Phone Number]