

Media Licensing Compliance Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the compliance requirements regarding media licensing for the use of our content.

As per our records, it has come to our attention that your organization may not be fully compliant with the licensing terms associated with the following media:

- [Media Title/Description 1]
- [Media Title/Description 2]

To maintain compliance, please review and ensure that all necessary licenses are obtained by **[Due Date]**. Failure to comply may result in legal action or other necessary measures.

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

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]