

# Licensing Agreement Compliance Check

Date: [Insert Date]

To: [Licensee's Name]

Address: [Licensee's Address]

Dear [Licensee's Name],

We are conducting a routine compliance check regarding our licensing agreement dated [Insert Date of Agreement]. This letter serves as a formal notification to assess your adherence to the terms outlined in our contract.

Please provide the following information by [Insert Response Deadline]:

- Details of any products or services utilizing our licensed materials.
- Documentation of gross sales attributed to the licensed materials.
- Any changes in your business operations that may affect our agreement.

We appreciate your prompt attention to this matter. Should you have any questions, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]