

Software Licensing Agreement Compliance Check

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Compliance Check - Software Licensing Agreement

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing commitment to ensure compliance with our software licensing agreements, we are conducting a compliance check for the software used within your department/team.

Please provide the following information by [Insert Deadline]:

- A list of all software currently in use.
- Licenses purchased for each software title.
- Any agreements or contracts associated with the software.
- Details on any unauthorized software installations.

Non-compliance with software licensing agreements can lead to significant legal repercussions and financial penalties. We appreciate your cooperation in this matter.

Thank you for your prompt attention to this compliance check. Please don't hesitate to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]