

# Annual Licensing Compliance Check

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are conducting our annual licensing compliance check as part of our commitment to ensure compliance with all relevant regulations and licensing agreements. This process is critical in maintaining the integrity and standards of our operations.

As part of this compliance check, we kindly request that you provide the following documentation by [Insert Deadline]:

- Copy of the current licensing agreements
- Proof of compliance with licensing terms
- Any relevant operational reports from the past year

We appreciate your cooperation in this matter and look forward to your prompt response. If you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]