Compliance Request for Software Audit

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are conducting a software audit to ensure compliance with licensing agreements and to verify that our organization is utilizing software in accordance with legal requirements. As part of this process, we kindly request your cooperation in providing the necessary documentation and information related to software usage in your department.

Please provide the following:

- List of all software currently in use, including version numbers.
- Licenses or proof of purchase for each software application.
- Details regarding any open source or unlicensed software currently being utilized.
- Information on any software installation procedures and user access protocols.

We appreciate your prompt attention to this matter and request that you submit the requested information by [Insert Deadline]. This will aid us in ensuring compliance and maintaining the integrity of our software usage.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]