

Findings from Software Audit Compliance Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Findings from Software Audit Compliance Review

Introduction

This letter outlines the findings from the recent software audit compliance review conducted on [Insert Date]. The purpose of the audit was to assess adherence to software licensing agreements and compliance with internal policies.

Findings Summary

- **Licenses Reviewed:** [Number] Software Licenses
- **Compliant Software:** [List of compliant software]
- **Non-Compliant Software:** [List of non-compliant software]
- **Potential Risks:** [List potential risks associated with non-compliance]

Recommendations

1. Review and update software licenses to ensure compliance.
2. Implement training for staff on software usage policies.
3. Establish regular audits to monitor compliance status.

Conclusion

We recommend addressing the identified issues promptly to mitigate potential risks and ensure compliance with software licensing agreements.

Should you have any questions regarding this report, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Company]