

Notification of Software Compliance Audit

Dear [Recipient's Name],

We are writing to inform you that our organization will be conducting a software compliance audit. This audit is part of our ongoing commitment to maintaining software licensing agreements and ensuring compliance with relevant software regulations.

The audit will take place from [start date] to [end date]. During this period, we may request access to your records and software installations to verify compliance with licensing terms.

We understand that this may require some preparation on your part, and we appreciate your cooperation in this matter. Our team will be available to assist you throughout the process.

If you have any questions or need further information, please do not hesitate to contact us at [contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]