

Software License Verification for Audit

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

As part of our annual compliance audit, we are conducting a verification of software licenses utilized within our organization. This process ensures that we adhere to licensing agreements and avoid any potential legal implications.

We kindly request your cooperation in providing the following information:

- List of all software applications currently in use.
- The corresponding license keys or proof of purchase for each application.
- Details of any open source or free software utilized.
- Any additional documentation related to software installations.

Please send the requested information by [Insert Deadline] to ensure a smooth audit process. If you have any questions or require further details, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]