

Software Licensing Agreement Audit Results

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to present the results of the software licensing agreement audit conducted on [Insert Audit Date]. This audit aimed to ensure compliance with the licensing agreements of the software utilized by [Company Name].

Audit Summary

The following key points summarize the findings of the audit:

- **Number of Software Applications Audited:** [Insert Number]
- **Compliance Status:** [Insert Compliance Status]
- **Non-compliance Issues Identified:** [Insert Brief Description]
- **Action Items:** [Insert Action Items]

Recommendations

Based on the audit findings, we recommend the following actions:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We appreciate your cooperation during this audit process and are available for any queries regarding this report.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]