

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to you regarding our records which indicate that your organization is currently utilizing certain software products licensed under [Software License Name]. To ensure compliance with licensing agreements, we request your assistance in verifying the use of these software products within your organization.

Please provide the following information:

- A list of all installations of [Software Name], including the version number and installation date.
- The number of users currently accessing the software.
- Details regarding any third-party software that interacts with [Software Name].
- Information on any licenses purchased or renewed in the past year.

We appreciate your prompt response to this inquiry by [Insert Due Date]. If you have any questions, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]