

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Compliance Confirmation for VMware Systems

We are writing to confirm our compliance with the licensing and regulatory requirements pertaining to our VMware systems.

1. ****Licensing****:

We have obtained all necessary licenses for the VMware products utilized in our environment. A record of our licenses is maintained and can be provided upon request.

2. ****Maintenance and Support****:

Our VMware environments are under active maintenance and support agreements, ensuring we stay updated with the necessary patches and security updates.

3. ****Usage Policy****:

We adhere to our internal policies that outline the proper use and management of VMware resources to ensure compliance with industry standards.

4. ****Audit Preparedness****:

Our organization is prepared for any audits regarding our VMware implementation, maintaining documentation and records that demonstrate compliance with all relevant regulations.

If you have any questions or require further information, please feel free to contact us at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]