

Vendor Service Level Agreement Amendment Discussion

Date: [Insert Date]

To: [Vendor Name]
[Vendor Address]
[City, State, Zip Code]

From: [Your Company Name]
[Your Company Address]
[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are reaching out to discuss potential amendments to our current Service Level Agreement (SLA) established on [Insert Original SLA Date].

As our operations have evolved, we believe there are opportunities to enhance our collaboration and service delivery. We would like to propose a meeting to review the current SLA and discuss the following points:

- Amendments to service performance metrics
- Updated timelines and delivery schedules
- Adjustments to pricing structure
- Additional services and support requirements

Please let us know your availability for a meeting in the upcoming weeks. We appreciate your continued partnership and look forward to a constructive discussion.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]