

Service Level Agreement Proposal

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip]

Dear [Vendor Contact Name],

We are pleased to present our proposal for a Service Level Agreement (SLA) between [Your Company Name] and [Vendor Name]. This agreement outlines the service expectations and responsibilities of both parties to ensure a successful partnership.

1. Scope of Services

[Briefly describe the services to be provided by the vendor.]

2. Performance Metrics

[Define the performance metrics that will be used to measure vendor performance.]

3. Reporting and Communication

[Outline the reporting frequency and methods of communication.]

4. Terms and Conditions

[Include any terms and conditions related to service delivery and performance.]

5. Acceptance

If you agree to the terms outlined in this SLA proposal, please sign below:

[Vendor Contact Name]

[Vendor Title]

[Date]

Thank you for considering our proposal. We look forward to a mutually beneficial partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]