

Service Level Agreement Adjustment Notification

Dear [Customer Name],

We hope this message finds you well. As part of our commitment to providing exceptional customer care, we have reviewed our current Service Level Agreement (SLA) and identified areas for improvement.

Effective [Date], we will be implementing the following adjustments to better serve your needs:

- [Description of the adjustment].
- [Description of the adjustment].
- [Description of the adjustment].

We believe these changes will enhance your experience and improve the overall service we provide. Our team is committed to ensuring a seamless transition and will be available to support you throughout this process.

If you have any questions or need further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]