

# Vendor Service Level Agreement Review

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Review of Service Level Agreement

Dear [Vendor Representative's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring a productive partnership, we would like to schedule a review of our current Service Level Agreement (SLA) dated [Insert SLA Date].

During the review, we aim to discuss the following key points:

- Performance metrics and adherence to agreed service levels
- Areas for improvement and potential adjustments
- Feedback from both parties
- Future expectations and goals

We suggest scheduling a meeting on [Insert Proposed Date/Time]. Please let us know if this is convenient for you or if there is another time that works better.

Thank you for your attention to this matter. We look forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]