

# Verification of Service Level Terms

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

This letter serves as a formal verification of the service level terms agreed upon in the contract dated [Insert Contract Date]. We acknowledge the following key performance indicators (KPIs) and service level agreements (SLAs) that were established:

- Service Level Objective 1: [Description and target]
- Service Level Objective 2: [Description and target]
- Service Level Objective 3: [Description and target]

We confirm that the services have been delivered in accordance with these terms, and we appreciate your cooperation and commitment to maintaining these standards.

Please do not hesitate to reach out should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]