

Service Level Agreement Proposal

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

Subject: Proposal for Service Level Agreement in Facility Management

Dear [Client's Name],

We are pleased to submit our proposal for a Service Level Agreement (SLA) for facility management services. Our aim is to provide high-quality services tailored to your operational needs and ensure the efficient management of your facility.

Scope of Services

- General Maintenance
- Cleaning Services
- Grounds Maintenance
- Security Services
- Emergency Response Services

Service Levels

We propose the following service levels to ensure the best outcomes:

- Response time for urgent requests: [Insert Time]
- Regular maintenance checks frequency: [Insert Frequency]
- Customer satisfaction target: [Insert Percentage]

Pricing Structure

The total cost for the proposed services is [Insert Amount]. This includes all materials, labor, and overhead.

Conclusion

We look forward to the opportunity to work with [Client's Company Name] and to provide exceptional facility management services through this SLA. Please feel free to contact us for any clarifications or adjustments to the proposal.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]