

Service Level Agreement Approval Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Approval of Service Level Agreement

Dear [Recipient's Name],

I am writing to formally request your approval for the Service Level Agreement (SLA) between [Your Company Name] and [Client's Company Name]. This agreement outlines the expectations and responsibilities of both parties to ensure the delivery of services at the designated standards.

Key Details of the SLA:

- **Service Description:** [Brief description of the services provided]
- **Service Level Objectives:** [List of objectives, e.g., response time, uptime]
- **Duration:** [Start date] to [End date]
- **Review Period:** [Frequency of review]

Attached to this email is the draft of the SLA for your review. Please let me know if you have any questions or require any modifications.

It would be greatly appreciated if you could provide your approval by [Insert Deadline]. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]