

SLA Authorization Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: SLA Authorization Confirmation

Dear [Recipient Name],

This letter serves to confirm the authorization of the Service Level Agreement (SLA) between [Your Company Name] and [Recipient Company Name]. The agreement outlines the expectations and responsibilities of both parties to ensure a successful partnership.

Details of the SLA are as follows:

- **Service Description:** [Brief description of services]
- **Service Levels:** [Details of service levels]
- **Effective Date:** [Start Date]
- **Duration:** [Duration of SLA]

By signing this document, both parties agree to adhere to the terms set forth in the SLA. Please sign and return a copy of this letter to signify your acceptance.

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Recipient Name]

[Position]

[Recipient Company Name]

[Date]