

# Supply Chain Service Level Agreement

Date: [Insert Date]

**To:**

[Supplier Name]  
[Supplier Address]  
[City, State, Zip Code]

**From:**

[Company Name]  
[Company Address]  
[City, State, Zip Code]

**Subject: Service Level Agreement for Supply Chain**

Dear [Supplier Name],

This Service Level Agreement (SLA) outlines the expectations and responsibilities of both parties regarding the supply chain services provided by [Supplier Name] to [Company Name].

**1. Scope of Services**

[Detailed description of the services to be provided, including any specific deliverables.]

**2. Performance Metrics**

The performance of the services will be measured against the following metrics:

- Delivery Timeliness
- Order Accuracy
- Inventory Management

**3. Reporting and Review**

[Specify the frequency and format of performance reporting and review meetings.]

**4. Obligations**

Both parties agree to the following obligations:

- [Supplier obligations]
- [Company obligations]

**5. Term and Termination**

This agreement shall commence on [Start Date] and may be terminated by either party under the conditions specified below:

- [Conditions for termination]

Thank you for your attention to this agreement. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]