

Service Level Agreement Amendment Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to confirm the amendment to the Service Level Agreement (SLA) dated [Original SLA Date] between [Your Company Name] and [Recipient's Company Name]. The following changes have been agreed upon:

- Amendment 1: [Description of Amendment 1]
- Amendment 2: [Description of Amendment 2]
- Effective Date: [Effective Date of Amendments]

Please indicate your acceptance of these amendments by signing and returning a copy of this letter.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Recipient's Name] - [Recipient's Title]

Date: _____