

# Service Level Agreement Change Proposal

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to propose changes to our existing Service Level Agreement (SLA) dated [Insert Original SLA Date]. After reviewing our current service provisions and your ongoing needs, we believe that the following changes will enhance our service delivery and meet your expectations more effectively:

## Proposed Changes

- Change 1: [Describe proposed change]
- Change 2: [Describe proposed change]
- Change 3: [Describe proposed change]

We believe that these changes will lead to improved service quality and align better with your operational objectives.

Please review the proposed changes and feel free to reach out to us with any questions or further discussions. We are committed to ensuring your satisfaction and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]