

Service Level Agreement Modification Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Notification of Service Level Agreement Modification

Dear [Recipient Name],

We hope this message finds you well. This communication serves as a formal notification regarding the modification of our existing Service Level Agreement (SLA) dated [Insert Original SLA Date].

As part of our commitment to maintaining the highest standards of service, we have made the following modifications:

- [Modification 1: Description]
- [Modification 2: Description]
- [Modification 3: Description]

These modifications will take effect on [Insert Effective Date]. We believe these changes will enhance our service delivery to you.

If you have any questions or require further clarification regarding this modification, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]