

Service Level Agreement Renewal Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion on Service Level Agreement Renewal

Dear [Recipient's Name],

I hope this message finds you well. As we approach the expiration of our current Service Level Agreement (SLA) on [Insert Expiration Date], I wanted to initiate a discussion regarding the renewal of our agreement.

During our partnership, we have achieved [mention any significant accomplishments or metrics that highlight the success of the partnership]. I believe it is essential for us to meet and discuss how we can continue to improve our collaboration moving forward.

Could we schedule a meeting to discuss your thoughts on the renewal and any adjustments that may need to be made? I am available on [insert two or three options for dates/times], but I can adjust to fit your schedule as needed.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]