

# Service Level Agreement Terms Adjustment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to propose adjustments to the terms of our existing Service Level Agreement (SLA) dated [Insert Original SLA Date]. After evaluating our current service performance and your feedback, we believe that these adjustments will enhance our collaboration and service delivery.

## Proposed Adjustments:

1. **Service Availability:** Adjustment of service availability from [current percentage] to [new percentage].
2. **Response Time:** Modification of the response time from [current time] to [new time].
3. **Reporting Frequency:** Change the reporting frequency from [current frequency] to [new frequency].

We believe these adjustments are necessary for better alignment with your expectations and operational requirements. We are open to discussing these changes further to ensure mutual agreement and understanding.

Please provide your feedback by [Insert Feedback Due Date]. We appreciate your cooperation and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]