

Service Level Agreement Update Acknowledgment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Acknowledgment of SLA Update

Dear [Recipient Name],

We would like to formally acknowledge the receipt of the updated Service Level Agreement (SLA) that was provided on [Insert Date of SLA]. We appreciate your efforts in keeping us informed and ensuring that the terms reflect our ongoing partnership.

Our team is currently reviewing the updates and will reach out if there are any questions or clarifications needed. We value our collaboration and look forward to continuing our work together under the updated terms.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]