

# Service Level Agreement Modification Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally propose modifications to the existing Service Level Agreement (SLA) between [Your Company Name] and [Recipient's Company Name] dated [Original SLA Date].

## Proposed Modifications:

- **Section 1:** [Specify the section to be amended and the proposed changes]
- **Section 2:** [Specify the section to be amended and the proposed changes]
- **Section 3:** [Specify the section to be amended and the proposed changes]

The purpose of these modifications is to enhance our service quality and ensure that both parties continue to meet shared goals effectively.

We would appreciate your review of these proposed modifications and your feedback. Please let us know a convenient time for you to discuss this matter further.

Thank you for your attention to this proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]