

Service-Level Agreement Amendment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to propose an amendment to the Service-Level Agreement (SLA) dated [Insert Original SLA Date] between [Your Company Name] and [Recipient's Company Name].

The purpose of this amendment is to [briefly explain the reason for the amendment, e.g., "adjust service levels", "update pricing", "extend the term", etc.].

Amendment Details

Effective Date: [Insert Effective Date]

Changes to Service Levels: [Detail changes here]

Updated Pricing: [Detail changes here]

Other Changes: [Detail changes here]

Please review the proposed amendments. If you agree to the changes, please sign below and return a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Recipient's Signature] _____ Date: _____