

Service Level Agreement Confirmation

Date: [Insert Date]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm the Service Level Agreement (SLA) entered into between [Your Company Name] and [Client Name] effective [Start Date]. The details of the agreement are as follows:

- **Services Provided:** [List the services]
- **Response Time:** [Details on response times]
- **Availability:** [Details on service availability]
- **Performance Metrics:** [Details on performance metrics]

We look forward to a successful partnership and are committed to meeting the service standards defined in this Agreement.

If you have any questions or require further clarification, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]