

Service Level Agreement Proposal

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Proposal for Service Level Agreement

Dear [Client Name],

We are pleased to submit this proposal for a Service Level Agreement (SLA) between [Your Company Name] and [Client Name]. This SLA aims to ensure that both parties have a clear understanding of the services to be provided, performance expectations, and responsibilities.

1. Scope of Services

[Detail the services you will provide.]

2. Performance Metrics

[Outline the key performance indicators and metrics to measure service delivery.]

3. Responsibilities

[Specify the responsibilities of both parties.]

4. Reporting and Review

[Explain how performance will be reported and reviewed.]

5. Duration and Termination

[Define the duration of the agreement and conditions for termination.]

We are committed to delivering high-quality services and look forward to the opportunity to work together. Please feel free to contact us with any questions or for further discussion on this proposal.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]