

# Customer Support Agreement Inspection

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Company Name: [Insert Company Name]

Address: [Insert Address]

## **Subject: Inspection of Customer Support Agreement**

Dear [Insert Customer Name],

We are writing to confirm the upcoming inspection of your Customer Support Agreement. This inspection will take place on [Insert Inspection Date] at [Insert Inspection Time]. Our team aims to ensure that all aspects of the agreement are being upheld and to address any potential concerns you may have.

During the inspection, we will review the following:

- Response times and resolution effectiveness
- Communication standards
- Service Level Agreement (SLA) adherence
- Feedback and improvement suggestions

Please feel free to reach out if you have any specific topics you would like us to discuss or any additional information you would like to provide prior to the inspection.

We appreciate your partnership and look forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]