

Service Level Agreement Adjustment Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to our current Service Level Agreement (SLA) dated [Insert SLA Date]. Due to [briefly explain reason for adjustment, e.g., changes in business needs, performance metrics, etc.], we believe that revising our current terms would be beneficial for both parties.

We propose the following adjustments:

- [Adjustment 1]
- [Adjustment 2]
- [Adjustment 3]

We appreciate your attention to this matter and are hopeful for a favorable consideration. Please let us know a convenient time for us to discuss this further or if you require any additional information.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]