

Service Level Agreement Renewal Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the expiration date of our current Service Level Agreement (SLA) dated [Insert Original SLA Date], we would like to propose a renewal of our agreement to ensure the continuation of our excellent service and collaboration.

Over the past [Insert Duration], we have achieved [briefly mention any successes or milestones], and we believe that renewing the SLA will allow us to build upon this success while maintaining the high standards of service you expect from us.

Outlined below are our proposed terms for the renewed SLA:

- **Service Scope:** [Detail the services to be provided]
- **Performance Metrics:** [Specify KPIs and performance metrics]
- **Duration:** [Indicate the duration of the renewed agreement]
- **Pricing:** [Outline the pricing structure]

We are open to discussing any adjustments or considerations you may have. Please let us know your availability for a meeting to review this proposal in detail.

Thank you for your continued partnership. We look forward to your positive reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]