

Service Level Agreement Update Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there has been an update to our Service Level Agreement (SLA) that will affect our ongoing partnership.

The updated SLA includes the following key changes:

- [Change 1]
- [Change 2]
- [Change 3]

We believe these changes will enhance our service delivery and better meet your needs.

Please review the updated SLA attached to this email. Should you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]