

**Date:** [Insert Date]

**To:** [Vendor Name]

**Attention:** [Contact Person Name]

**Address:** [Vendor Address]

**Subject: Letter of Acknowledgment for Vendor Appraisal Service Level Agreement (SLA)**

Dear [Contact Person Name],

This letter serves as formal acknowledgment that [Company Name] has received and reviewed the Service Level Agreement (SLA) regarding the Vendor Appraisal process, effective as of [Effective Date].

We hereby confirm our acceptance of the performance standards, evaluation criteria, and reporting requirements outlined in the agreement. We understand that these metrics will be used to assess our service delivery and maintain the quality standards expected by [Client Company Name].

We are committed to meeting these requirements and look forward to a continued successful partnership.

Please find the signed copy of the agreement attached for your records.

Sincerely,

[Signature]

[Full Name]

[Title]

[Company Name]