

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Vendor Contact Name]
[Pool Service Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Renegotiation of Pool Maintenance Service Levels - [Property Name/Account Number]

Dear [Vendor Contact Name],

We are writing to you regarding the current pool maintenance services provided under our agreement dated [Original Contract Date].

While we appreciate our ongoing partnership, we have recently reviewed our facility requirements and would like to propose a renegotiation of our current Service Level Agreement (SLA). Specifically, we are looking to adjust the following areas:

- **Frequency of Visits:** [e.g., Increase/Decrease from 2 times to 3 times per week]
- **Scope of Work:** [e.g., Include tile scrubbing, filter cleaning frequency, or chemical testing parameters]
- **Response Times:** [e.g., Guaranteed 24-hour response for emergency repairs]
- **Pricing Structure:** [e.g., Requesting a volume discount or fixed monthly rate for chemicals]

Our goal is to ensure that the service level aligns better with the current usage of our facilities while maintaining a cost-effective solution for both parties. We would like to schedule a brief meeting or call by [Date] to discuss these adjustments and reach a new formal agreement.

Please let us know your availability. We look forward to continuing our professional relationship under these updated terms.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]