

Security Guard Service Adjustment Confirmation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to confirm the adjustment to the security guard services as per our recent discussion. The details of the adjustments are as follows:

- **Service Type:** [Insert Type of Service]
- **Adjustment Effective Date:** [Insert Date]
- **New Schedule:** [Insert Schedule Details]
- **New Rate:** [Insert Rate Details]

If you have any further questions or require additional changes, please do not hesitate to reach out to us.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]