

Request for Security Guard Service Alteration

Date: [Insert Date]

To: [Security Service Provider Name]

Address: [Provider Address]

Dear [Provider Contact Name],

I hope this message finds you well. I am writing to formally request an alteration in the current security guard service agreement for [Specify Location/Property Name]. We have identified some necessary changes that would better suit our security needs.

Details of Required Alterations:

- Change the number of guards from [Current Number] to [New Number].
- Adjust the working hours from [Current Hours] to [New Hours].
- Specify additional duties as needed (e.g., patrol frequency, emergency response tasks).

We believe these alterations will enhance the effectiveness of the security services provided. Please let us know your availability for a meeting to discuss this request further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]