

Security Guard Service Modification Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

We are writing to notify you of a modification to the security guard services provided at [Specify Location]. This change will take effect on [Effective Date].

Details of the modification are as follows:

- **Previous Service:** [Description of Previous Service]
- **New Service:** [Description of New Service]
- **Reason for Modification:** [Brief Reason]

We are committed to maintaining the highest level of security and ensuring your needs are met. If you have any questions or concerns regarding this modification, please do not hesitate to contact us at [Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]