

Notification of Change in Security Guard Service Provider

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you that effective [Effective Date], we will be changing our security guard service provider from [Current Provider's Name] to [New Provider's Name].

This decision has been made to enhance the safety and security services offered to our premises and ensure better protection for our staff and assets.

We appreciate the service provided by [Current Provider's Name] and are confident that [New Provider's Name] will meet our security needs efficiently.

For any questions or concerns regarding this transition, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]