

Notice of Security Guard Service Realignment

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Recipient Name],

We would like to inform you that effective [Insert Effective Date], there will be a realignment of our security guard services at [Insert Location]. This adjustment has been made to enhance the security measures and ensure the safety of all personnel and property.

The following changes will be implemented:

- Increased number of security personnel on duty during peak hours.
- New training programs for our security staff to better handle emergency situations.
- Revised patrol routes to cover high-risk areas more effectively.

We understand that changes can raise questions or concerns. Please feel free to reach out to us at [Insert Contact Information] should you have any inquiries.

Thank you for your understanding and cooperation as we strive to provide improved security services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]