

# Security Guard Service Replacement Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to inform you about an important update regarding your security guard services. Due to [reason for replacement], we will be replacing your current security guard, [Current Guard's Name], with [New Guard's Name] effective [Start Date of New Guard].

[Current Guard's Name] has been an asset to our team, and we appreciate their service. [New Guard's Name] is highly trained and brings [brief description of the new guard's experience or qualifications]. We are confident that [New Guard's Name] will continue to provide the same high level of security and professionalism.

We understand that transitions can be challenging, and our team is committed to ensuring a smooth transfer of duties. [New Guard's Name] will be fully briefed on your specific security protocols to ensure continuity in service.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We appreciate your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]