

# Security Guard Service Notification

Date: [Insert Date]

## To Whom It May Concern,

This letter serves to formally notify you of the termination of our security guard service with [Old Security Company Name] effective [Termination Date]. We appreciate the services rendered during this period and wish you the best in your future endeavors.

We are pleased to inform you that we have appointed [New Security Company Name] as our new security service provider starting [Start Date]. [New Security Company Name] comes highly recommended and will ensure the continued safety and security of our premises.

We appreciate your understanding and cooperation during this transition.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]