

Security Guard Service Transition Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the transition of security guard services for [specific location or event] currently provided by [current service provider] to [new service provider] effective [desired transition date].

The reason for this transition includes [briefly explain reasons such as unsatisfactory service, cost efficiency, etc.]. Our goal is to ensure that we maintain a safe and secure environment for all employees and visitors while improving overall service delivery.

We would appreciate your assistance in facilitating this transition to ensure a seamless handover of responsibilities. Please let us know what specific documentation or procedures are required on our end to initiate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]