

Event Protection Service Arrangement

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We are pleased to confirm the arrangement of event protection services for your upcoming event scheduled on [Event Date]. Below are the details of our agreement:

Event Details

Event Name: [Event Name]

Event Location: [Event Location]

Event Time: [Start Time] to [End Time]

Service Arrangement

Our security team will provide the following services:

- Pre-event site assessment
- Access control for guests
- On-site security personnel
- Emergency response coordination
- Post-event site clearance

Payment Details

Total Fee: [Total Amount]

Payment is due by [Payment Due Date].

We look forward to ensuring the safety and security of your event. Please feel free to contact us at [Phone Number] or [Email Address] if you have any questions or require further information.

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]