

Order for Security Team

Date: [Insert Date]

To: [Security Company Name]

Address: [Security Company Address]

Dear [Security Manager's Name],

We are pleased to inform you that we require security services for our upcoming trade show, scheduled from [Start Date] to [End Date] at [Venue Name and Address].

The specifics of our request are as follows:

- Number of Security Personnel Required: [Number]
- Type of Security Needed: [e.g., On-site security, crowd control, etc.]
- Shifts: [Details about shifts, if applicable]
- Special Instructions: [Any additional requirements or considerations]

Please confirm your availability for the above dates and provide us with a detailed quotation at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]