

Request for Security Personnel

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Security Company Name]

[Security Company Address]

[City, State, Zip Code]

Dear [Security Company Contact Name],

I am writing to formally request security personnel for an upcoming corporate event hosted by [Company Name] on [Event Date] at [Event Location]. We anticipate approximately [Number of Attendees] attendees at this event and would require adequate security to ensure the safety and smooth conduct of the proceedings.

Details of the event are as follows:

- **Event Type:** [Type of Event]
- **Event Time:** [Start Time] to [End Time]
- **Expected Number of Guests:** [Number]
- **Special Requirements:** [Any specific security needs]

Please provide us with information regarding your availability, pricing, and any other requirements you might need from us to facilitate this request.

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]