

Letter of Solicitation for Security Personnel

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization/Community Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Security Company/Provider's Name],

We are excited to announce our upcoming community gathering scheduled for [insert date] at [insert location]. This event is expected to attract a significant number of attendees, and ensuring a safe environment for everyone is our top priority.

We are reaching out to solicit your esteemed security services for this event. We require a team of trained security personnel who can assist in maintaining order and safety during the gathering. Your experience in managing similar events is highly regarded, and we believe your services would be a valuable addition to our event.

We anticipate the event will run from [insert start time] to [insert end time], and we would need security personnel to arrive at least [insert time] prior to the event for briefing and preparation.

Please let us know your availability and any associated costs for providing these services. We look forward to the possibility of partnering with you to ensure a safe and successful event.

Thank you for considering this request. We hope to hear from you soon.

Sincerely,

[Your Signature (if printing)]

[Your Printed Name]

[Your Position]

[Organization/Community Name]