

Security Services Change Request

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company Name: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to formally request a change in our current security services arrangement. Our company, [Your Company Name], has been utilizing your services since [Start Date], and we appreciate the support provided thus far.

However, due to [reason for change - e.g., changes in company operations, increased security needs, etc.], we would like to propose the following changes:

- Change in [specific service or protocol]
- [Additional change request]
- [Any other adjustments needed]

We believe that these changes will enhance our security and better align with our operational objectives.

Please let us know a convenient time to discuss this request further or if you require any additional information from our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]