

Request for Security Services Evaluation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company Name: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are currently conducting an evaluation of the security services provided by our current vendors. This evaluation is essential for us to ensure the safety and security of our premises, assets, and personnel.

We kindly request your cooperation in providing us with the necessary information regarding your security services, including but not limited to:

- Overview of services offered
- Staff qualifications and training procedures
- Incident response and reporting protocols
- Client testimonials and case studies
- Pricing structure

We appreciate your prompt response to this request by [Insert Deadline]. If you require any further details or wish to discuss this request, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]