

# **Inquiry Letter for Security Services**

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Security Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the security services that your company offers. We are currently assessing our security needs and would like to obtain more information regarding your offerings, pricing, and availability.

Specifically, we are interested in the following:

- Types of security services available
- Pricing structure
- Experience and credentials of your personnel
- Availability and scheduling

We appreciate your prompt response to our inquiry. Please feel free to reach out via phone or email if you have any questions or need further details.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]