

[Company Name]  
[Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Department/Position]  
[Building/Suite Number]

**Subject: Confirmation of Security System Installation and Policy Revision**

Dear [Recipient Name],

This letter serves as formal confirmation that the installation of the new security system at [Location/Facility Name] was successfully completed on [Date].

The upgraded system includes the following components:

- [Component 1, e.g., High-definition CCTV cameras]
- [Component 2, e.g., Biometric access control points]
- [Component 3, e.g., Motion sensors and alarm panels]

In conjunction with this installation, the company's Security Policy has been officially revised to ensure maximum effectiveness of the new equipment. Please find the updated policy document attached. Key revisions include:

- New protocols for employee access badges.
- Updated procedures for visitor registration and escorting.
- Revised emergency response and alarm triggers.

All staff members are required to review the revised policy and complete a brief orientation on the new system by [Deadline Date]. Training sessions will be held on [Training Dates] in [Location].

Should you have any questions regarding the hardware installation or the updated security protocols, please contact the Security Department at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining a safe and secure environment.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]