

[Your Name/Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Security Company Name]  
[Contact Person]  
[Address]  
[City, State, Zip Code]

**Subject: Request for Proposal (RFP) for Security Guard Services**

Dear [Contact Name],

[Your Company Name] is formally inviting your company to submit a proposal for professional security guard services at our location: [Insert Property Address/Facility Name].

**1. Scope of Work**

The selected provider will be responsible for the following tasks:

- On-site foot/vehicle patrols.
- Access control and visitor logging.
- Emergency response and incident reporting.
- [Insert specific requirement, e.g., CCTV monitoring or alarm response].

**2. Schedule Requirements**

We require security coverage during the following hours:

- [Example: 24/7 coverage / Monday-Friday 6 PM to 6 AM].

**3. Proposal Requirements**

Please include the following in your response:

- Company background and years of experience.
- Proof of licensing and insurance.
- Hourly rates and any additional fees (overtime, holidays).
- Staff training and certification protocols.
- At least three professional references.

**4. Submission Deadline**

All proposals must be submitted via [Email/Mail] no later than [Date] at [Time].

We intend to review all submissions and select a provider by [Target Selection Date]. If you have questions or wish to schedule a site visit, please contact [Name] at [Phone/Email].

Sincerely,

[Signature]

[Printed Name]