

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

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

RE: Security Services Contract Rate Adjustment - [Contract Number/Reference]

Dear [Client Contact Name],

We value the partnership we have built with [Client Company Name] over the past [Duration of Contract]. Our goal remains to provide high-quality security services to ensure the safety and integrity of your premises.

I am writing to formally request a renegotiation of our current service rates. Since our last agreement, we have experienced significant increases in operational costs, including:

- Increases in mandatory minimum wage and competitive labor market adjustments.
- Rising costs of insurance premiums and liability coverage.
- Increased expenses related to training, equipment, and fuel.

To maintain the level of professionalism and reliability you expect from [Your Company Name], we propose an adjustment of our hourly rates from \$[Current Rate] to \$[Proposed Rate], effective [Proposed Date].

We are committed to providing you with the best security solutions and are open to discussing this proposal further. I will follow up with you via telephone on [Date] to schedule a brief meeting to review these details.

Thank you for your understanding and continued business.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]