

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Security Guard Duties

I am writing to outline the security guard duties assigned to [Name of Security Personnel/Team] for [specific location/event] during [dates or time period].

1. **\*\*Monitoring and Surveillance\*\***: Constantly observe and monitor premises through CCTV and on-site patrols.
2. **\*\*Access Control\*\***: Ensure that only authorized personnel are allowed entry to the premises.
3. **\*\*Incident Reporting\*\***: Maintain detailed records of all incidents, anomalies, or security breaches.
4. **\*\*Emergency Response\*\***: Respond promptly to emergencies and coordinate with local law enforcement or emergency services when necessary.
5. **\*\*Customer Service\*\***: Provide assistance to employees and visitors, ensuring a safe and secure environment.
6. **\*\*Patrol Duties\*\***: Conduct regular patrols of the premises to deter and detect intrusions or suspicious activities.
7. **\*\*Equipment Checks\*\***: Inspect security equipment regularly to ensure proper functioning.

I trust that these responsibilities will be executed with the utmost professionalism and diligence. Thank you for your attention to these matters.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]