

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Security Guard Identification

This letter is to formally identify [Security Guard's Name], who is employed by [Your Company Name] as a security guard.

Details of Employment:

- Name: [Security Guard's Name]
- Position: Security Guard
- Employment Start Date: [Start Date]
- ID Number: [Employee/ID Number]
- Assigned Location: [Location/Area of Responsibility]

[Security Guard's Name] has been authorized to carry out security duties on behalf of [Your Company Name] and is equipped to assist in maintaining safety and security at their assigned location.

Should you require any further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Address]