

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Guard's Name] for the position of security guard at [Recipient's Company/Organization]. During [his/her/their] tenure at [Your Company/Organization], [he/she/they] demonstrated exceptional skills in maintaining security, responding to incidents, and ensuring a safe environment for all employees and visitors.

[Guard's Name] is highly reliable, punctual, and possesses a strong work ethic. [He/She/They] excelled in [specific task or responsibility], showcasing [his/her/their] ability to [specific skills or attributes]. [Include any relevant achievements or instances where the guard went above and beyond.]

Moreover, [Guard's Name] effectively communicates with people at all levels and handles stressful situations with composure and professionalism. [His/Her/Their] commitment to [his/her/their] duties is commendable, and I have no doubts that [he/she/they] will be a valuable asset to your team.

If you have any further questions or would like to discuss [Guard's Name]'s qualifications in more detail, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]