

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

Dear [Recipient Name],

I am writing to recommend [Security Guard's Name] for a position as a security guard. I have had the pleasure of working with [him/her/them] for [duration] at [Your Company/Organization], where [he/she/they] served as a security guard.

During [his/her/their] time with us, [Security Guard's Name] consistently demonstrated [his/her/their] professionalism, dependability, and tact.

[He/She/They] was always punctual, maintained a positive attitude, and built effective relationships with both staff and visitors.

[Security Guard's Name] possesses excellent observational skills and quickly addressed any potential security concerns, ensuring the safety of our premises. [He/She/They] also showed great aptitude for conflict resolution, effectively managing challenging situations with composure and diplomacy.

I am confident that [Security Guard's Name] will be an asset to your organization and recommend [him/her/them] without reservation. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]