

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Promotional Letter – Building Security

Dear :

Is your building a safe building? Do your customers feel completely at ease when shopping with you? When you close your doors at night, are you sure that nothing will go bump in the night? Are your employees able to work without worrying for their safety?

Safety is a very important to having a happy and prosperous business. We at Safe Keeping Building Security are here to keep your business safe and secure. We offer 24-hour security within and outside your building. We also have consultants to assist your security needs.

Please call us today to speak to one of our security specialists.

Sincerely,

N A M E