

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 – Corporate Security

Dear :

Security has changed much in the last few years. Where before a lock and key was enough to protect your company; today, a lock and key is about as efficient as sending a letter by pony express. To have the most efficient company and offer the best service to your customer, a corporate security policy is necessary. {Name of Company} is dedicated to protecting your company from threats within the company and external threats such as hackers, competitors, and other foreign dangers. {Name of Company} provides a policy to fit your company's security needs. We define the procedures, guidelines, and practices for the security to be used at your enterprise.

Please call us today to schedule an appointment to began the procedure to minimize your risks to customers and your company.

Sincerely,

N A M E