

INTRODUCTORY

Letter

[Date]
[Name]
[Company]
[Address]
[City, State, Zip]

Dear **[Name]**,

We appreciate the opportunity to introduce **[Your Company]** to insert **[Recipient Company]**.

With over **[Years of Experience]** and proven performance, **[Your Company]** protects what you can't afford to lose. As one of the leading security companies in the area, **[Your Company]** is the "sign of security" to hundreds of satisfied residential and commercial customers throughout **[Area]**. We offer a comprehensive selection of systems and service including: intrusion and hold-up alarms, fire detection systems, CCTV surveillance, access control systems and armed patrol response. In addition, our Underwriter's Laboratories (U.L.) listed Central Monitoring Station provides the latest in computerized monitoring and supervisory services.

Through our recognized experience and service, we have addressed the wants and needs of businesses such as yours and initiated security programs designed to be transparent to your day-to-day business operation, yet provide maximum safety and protection for your personnel and customers.

We would like to meet you and show you how the professional security services of **[Your Company]** will work for **[Recipient Company]**. Our growth is the successful blend of customer satisfaction built upon prompt, efficient, and caring service from dedicated personnel. Enclosed for your review is a partial list of the diversified businesses which make up **[Your Company]** family of customers.

We shall contact your office on **[Date]** to arrange an appointment to present our program for the safety and protection of your business.

Sincerely,

Security Consultant