

# RELOCATE

## Letter

[Date]

[Name]

[Company]

[Address]

[City, State, Zip]

Dear **[Name]**,

Congratulations for the continued growth and success of your business which has prompted your relocation to larger facilities.

Relocating a business requires taking many “top priorities” and executing a program to ensure all are completed successfully. With the security and safety of your business of foremost importance, we at **[Your Company]** can help eliminate the worry of this priority. We will provide the planning and installation of a versatile, user-friendly, security system designed to meet the “life-style” of your business today and adapt to meet your growing needs. Proper planning in many cases can save the owner up to 20% of the installation costs and guarantee an aesthetically pleasing security system.

Planning your security program in advance will:

- **SAVE YOU MONEY** - the system will be installed on or before move-in day ensuring an aesthetically pleasing system with minimum disruption to business.
- **PREVENT OCCUPANCY DELAY** - many cities require 24-hour Central station monitoring of sprinkler extinguishing and fire detection systems.
- **PREVENT AN EARLY LOSS** - your new location will have a security system operating when inventory and office equipment arrives.

A good security plan requires special attention and detail. **[Your Company]**'s team of security consultants can help design your security to maximize the safety and protection of your new location, yet stay cost-effective to meet your budget requirements. Call **[Phone Number]** for complete details or to arrange appointment.

Sincerely,

Security Consultant