

**Date:** [Insert Date]

**To:** [Policyholder Name]

**Address:** [Policyholder Address]

**Policy Number:** [Insert Policy Number]

**Subject: Acknowledgment of Security Guard Service Protective Safeguards Endorsement**

Dear [Client Name],

This letter serves as formal acknowledgment that your insurance policy includes a **Protective Safeguards Endorsement** specifically regarding Security Guard Services.

As a condition of this insurance coverage, you are required to maintain the following safeguards in effect at all times during the policy period:

- **Service Requirement:** A professional, third-party security guard service must be contracted to monitor the premises.
- **Operational Hours:** Security personnel must be on duty during the hours of [Insert Hours, e.g., 10:00 PM to 6:00 AM] or as specified in your policy schedule.
- **Contract Requirements:** The security firm must be properly licensed and insured.
- **Proof of Service:** You must maintain records of guard logs, shift reports, and active service contracts available for inspection upon request.

**Important Notice:** Failure to maintain these security services as required may result in a denial of coverage in the event of a claim related to fire, theft, or vandalism. If there is any interruption in your security service, you must notify [Insurance Agency Name] immediately.

Please sign and return a copy of this letter to confirm your understanding of these requirements.

Sincerely,

[Your Name/Agent Name]

[Your Company Name]

---

**Acknowledgment:**

I, [Authorized Representative Name], hereby acknowledge that I have read and understand the requirements of the Security Guard Service Protective Safeguards Endorsement for the policy listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_