

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Security Requirements for High-Value Items

Dear [Recipient Name],

This letter serves as formal notification regarding the security protocols required for the high-value items currently under your care or located at [Location/Premises].

Due to the significant valuation of the items listed below, adherence to the following security measures is mandatory to ensure their safety and to maintain insurance coverage validity:

- **Item Description:** [Description of Item/Asset]
- **Estimated Value:** [Currency/Amount]
- **Required Security Measures:** [e.g., Use of UL-rated safe, 24/7 CCTV surveillance, alarm system integration, restricted access logs, etc.]

Please ensure that all specified security devices are functional and that access is restricted to authorized personnel only. Any breach of security or failure of monitoring equipment must be reported to [Department/Contact Person] immediately.

Failure to comply with these requirements may result in [Consequences, e.g., liability for loss, voiding of insurance, or disciplinary action].

Please sign and return the attached acknowledgment form by [Date] to confirm that you have implemented these security measures.

Sincerely,

[Your Name]

[Your Title]

[Company Name]