**Re. Proposal for Security Services w.r.t. Request for Proposal (RoP)**

**Dated [Date]**

Dear Client,

With special reference to the above-mentioned, this letter concerns the security service for your school. We have been providing security services to schools all over the state for more than X years. We provide security services to educational institutes only and it makes our service special for being specific and categorical.

We are, at first, thankful to you for showing interest in our service. We have a range of security services for your school. We provide a security system that is comprehensive, detailed, and covers the complete area of the school. It includes security consultation, overcoming the security loopholes in the building, installation of fingerprint scanners, CCTVs, Aerial Monitoring, and a security team that includes guards and security professionals who are well-trained, well-equipped, and experts in their work. We are an officially registered security company and we have the federal government’s permission certificate to allow our team to work within certain premises and areas.

Plan Y-1 which includes all services will cost you $[x] which is open to negotiations. However, if you do not want to get complete services, you can still get the service of your choice and need, which will cost otherwise. We can meet and discuss your requirements, then make a package plan of services and deliver the service accordingly.

Please, let us know of your availability before [date]. One of our client coordinators will visit you to discuss this further. Thank you.

Truly,

[Name of the Company]

[Signature & Date]