

CLIENT COMPANY LETTERHEAD

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CLIENT COMPANY DETAILS:

Company name: .....

Contact person name and surname: .....

Contact number: .....

Email address: .....

Contract dates: From ..... to .....

Contract is active: Yes/no

Contract inactive: **PROVIDE REASON**

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To whom it may concern

This letter serves to inform you that **BIDDER NAME has/is delivered/ing** security services on our site, located at **CLIENT ADDRESS**.

The timeframe of the contract **is/was** for **TIMEFRAME** to a value of **AMOUNT**.

**BIDDER NAME delivered/is delivering** satisfactory services on our site and we will highly recommend them for any contract.

Kind regards/Yours Faithfully

SIGNATURE