

YOUR NAME

SECURITY GUARD

YOUR EMAIL

Security Guard Report Letter

December 5, 2053

Douglas Topper

Security Manager

Email: douglas@email.com

Dear **Mr. Topper**,

I am writing to provide a detailed report on an incident that occurred under my watch as a security guard at **[Your Company Name]** on November 29, 2053.

Incident Details:

- **Date and Time:** November 29, 2053, 02:45 AM
- **Location:** **[Your Company Name]**, Main Entrance
- **Nature of Incident:** Unidentified individual attempting unauthorized access
- **Individuals Involved:** One unidentified individual

On the aforementioned date and time, I observed an individual attempting to gain unauthorized access through the main entrance. I immediately approached the individual, who then fled the scene. I promptly contacted local law enforcement and provided a detailed description of the suspect.

At the time of the incident, security measures in place included surveillance cameras, access control systems, and regular patrols of the premises.

There were no witnesses present during the incident, as it occurred during a period of low foot traffic.

Local law enforcement, specifically the Cityville Police Department, responded promptly to the incident. They conducted a thorough search of the surrounding area but were unable to locate the suspect.

In response to the incident, we have increased the frequency of patrols during off-peak hours and are working to enhance visibility around the main entrance. A review of the surveillance footage is underway, and we are collaborating with law enforcement to identify the individual.

I recommend considering additional security measures, such as increased lighting in the vicinity of the main entrance and a review of access control protocols. Additionally, staff members are being reminded to report any suspicious activity promptly.

I am available to discuss this incident further or provide additional information as needed. Your

Security Guard Report Writing Training Manual

SA Adler



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