

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Subject Access Request for Surveillance Footage

Dear [Recipient Name],

I am writing to formally request access to any surveillance footage that may contain my image or likeness, in accordance with [relevant data protection legislation, e.g., the General Data Protection Regulation (GDPR) or relevant local laws].

Details of my request are as follows:

- Date(s) of the incident(s) in question: [specify date(s)]
- Location(s) where the surveillance took place: [specify location(s)]

Please provide copies of the requested footage, including any associated records that relate to my personal data.

If you require any further information to assist in processing my request, please do not hesitate to contact me at the details provided above. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]