

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: CCTV Installation Confirmation

We are pleased to confirm the installation of the CCTV system at your premises located at [Installation Address].

Details of the installation are as follows:

- Installation Date: [Date of Installation]
- Installation Time: [Start Time] to [End Time]
- Equipment Installed: [List of Equipment]
- Number of Cameras: [Number]
- Warranty Period: [Warranty Duration]

Please ensure that the installation site is accessible on the scheduled date. If you have any questions or require further assistance, feel free to contact us at [Contact Number] or [Email Address].

Thank you for choosing [Your Company Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]