

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for CCTV Installation

I am writing to formally request the installation of a closed-circuit television (CCTV) system at [specific location] to enhance security and surveillance. Given the recent [mention any relevant incidents, security concerns, or general need for enhanced surveillance], I believe that a CCTV system would significantly improve our safety and monitor activities in the area.

I would appreciate it if you could provide me with the detailed information regarding the types of CCTV systems available, the installation process, associated costs, and any maintenance services offered.

I am looking forward to your prompt response to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Organization, if applicable]