

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval for CCTV Surveillance System Installation

We are pleased to inform you that your request for the installation of a CCTV surveillance system at [Location/Facility Name] has been approved. This decision comes after careful consideration of your proposal, which outlines the necessity and benefits of enhancing security measures for the premises.

The approved CCTV system will be installed on [Installation Date], and we expect the project to be completed by [Completion Date]. The following details have been acknowledged:

1. Number of Cameras: [Specify Number]
2. Camera Types: [Specify Types]
3. Coverage Areas: [Specify Areas]
4. Installation Company: [Company Name]
5. Budget: [Specify Budget]

Please ensure that all preparations are completed prior to the installation date to facilitate a smooth process. We also recommend scheduling a follow-up meeting to discuss the final setup and address any concerns.

Thank you for your commitment to enhancing security at our facility. We look forward to seeing the improvements this system will bring.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]