

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

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

Dear [Recipient's Name],

Subject: Request for CCTV Maintenance Services

I am writing to formally request maintenance services for the CCTV system installed at [location or facility name]. We have noticed [describe any issues or concerns with the system, e.g., poor image quality, system malfunctions, etc.].

Given the importance of surveillance for security purposes, it is essential that the system operates effectively at all times. We would appreciate it if you could provide an assessment of the current system and propose a maintenance schedule.

Please let us know your availability to discuss this matter further and any necessary steps to initiate the maintenance process.

Thank you for your attention to this important request.

Sincerely,

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