

[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 Footage

I am writing to formally request access to the CCTV footage from [specific date(s) and time(s)], recorded at [specific location]. The footage is needed for [reason for the request, e.g., an incident investigation, personal security review, etc.].

Please let me know if there are any forms or fees required to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]