

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

Dear [Recipient's Name],

Subject: Clarification of CCTV Policies

I hope this message finds you well. I am writing to clarify our organization's policies regarding the use of CCTV systems, ensuring that all staff and stakeholders are aware of the guidelines and protocols in place.

[Provide a brief overview of the purpose of CCTV usage, including safety, security, and monitoring objectives.]

It is essential to note the following key policies:

1. **Purpose of CCTV**: [Explain the primary reasons for installation and monitoring.]
2. **Privacy Considerations**: [Outline how privacy is maintained and any areas that are off-limits to cameras.]
3. **Data Access and Storage**: [Describe who has access to the footage and how long it is retained.]
4. **Compliance with Regulations**: [Mention adherence to relevant laws and regulations regarding surveillance.]

If you have any questions or require further information regarding our CCTV policies, please feel free to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]