

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

Dear [Recipient's Name],

Subject: Reporting Issues with CCTV System

I hope this message finds you well. I am writing to bring to your attention some issues we have been experiencing with the CCTV system located at [specific location].

The following problems have been observed:

1. [Describe the first issue, e.g., "Camera 3 is not functioning and displays a black screen."]
2. [Describe the second issue, e.g., "There is poor video quality on Camera 5, resulting in unclear footage."]
3. [Describe any additional issues, if relevant.]

These issues have raised concerns regarding the security and surveillance capabilities of our premises. I kindly request that a technician be dispatched to evaluate and resolve these problems at the earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] for further information.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]