

[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 Access to CCTV Footage

I hope this message finds you well.

I am writing to formally request access to the CCTV footage from [specific date(s) and time(s)], which I believe may provide valuable information regarding [briefly explain the reason for the request, e.g., an incident or event].

Please let me know the necessary steps to obtain the footage and if there are any forms or identification required for processing my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]