

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of CCTV Placement

Dear [Recipient's Name],

We hope this message finds you well.

We are writing to inform you that [Your Company/Organization Name] will be installing CCTV cameras in [specific locations or areas] as part of our ongoing commitment to ensuring the safety and security of our premises.

The installation is scheduled to take place on [date(s)], and we anticipate it will take approximately [duration]. These cameras will operate [specify hours of operation if necessary, e.g., 24/7, during business hours, etc.].

Please be assured that the recordings from these cameras will be monitored in compliance with applicable laws and regulations and used solely for security purposes.

If you have any questions or concerns regarding this installation, please feel free to contact us at [phone number] or [email address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Company Phone Number]

[Company Email Address]