

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for CCTV Monitoring Services

I hope this letter finds you well. I am writing to formally request a proposal for CCTV monitoring services for [specific location/business name].

We are seeking a reliable partner to enhance our security measures through professional CCTV surveillance. Our primary objectives include [briefly outline your objectives and requirements].

Please provide us with detailed information regarding your services, pricing, installation process, and ongoing support. We are looking to make a decision by [specific date], so a prompt response would be appreciated.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]