

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

Dear [Recipient's Name],

Subject: Response to CCTV Inquiry

Thank you for your inquiry regarding the CCTV installation and operation at [specific location or context]. We appreciate your interest and are happy to provide the necessary information.

1. **CCTV Purpose:**

The primary purpose of the CCTV system is to enhance security and ensure the safety of [describe what the CCTV is monitoring, e.g., premises, staff, etc.].

2. **Camera Specifications:**

Our CCTV system includes [number and types of cameras, e.g., pan-tilt-zoom cameras, infrared cameras, etc.], which are strategically placed to monitor key areas.

3. **Data Storage and Access:**

Recorded footage is stored for [duration of storage, e.g., 30 days] and can be accessed by authorized personnel in compliance with our [company policy/data protection regulations].

4. **Privacy Considerations:**

We are committed to respecting individual privacy rights. Signage indicating CCTV surveillance is placed throughout the monitored areas. If you require additional information or have further questions, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]