

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Body-Worn Cameras (BWC)

I hope this letter finds you well. I am writing to inquire about the implementation and use of body-worn cameras within [specific department or organization]. As a [your role or interest], I am particularly interested in understanding the policies, procedures, and outcomes associated with the use of these devices.

Specifically, I would like to request information on the following:

1. Current policies governing the use of body-worn cameras.
2. Training provided to personnel regarding BWC usage.
3. Data retention policies related to recorded footage.
4. Any assessments or evaluations conducted on the effectiveness of the BWC program.

I appreciate your attention to this matter and look forward to your response. Thank you for your time.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]