

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

Dear [Recipient Name],

Subject: Body-Worn Camera Notification

I hope this message finds you well. I am writing to inform you about the implementation of a Body-Worn Camera (BWC) program by [Your Organization] which will commence on [start date].

The initiative aims to enhance transparency, accountability, and safety in our operations. All personnel involved in [related activities] will be equipped with BWCs during their shifts.

Please note that [briefly explain relevant policies or protocols regarding BWC usage, data storage, and privacy].

We value your cooperation and understanding as we implement this important program. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]