

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a Body-Worn Camera (BWC) footage related to [briefly describe the incident or case, including date, time, and location if applicable].

Under [insert relevant laws or policies regarding public records/access to information], I believe that this footage is essential for [explain the reason for your request, e.g., legal purposes, personal review, etc.].

Please let me know if there are any forms or fees associated with this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]