

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Authorization Letter for CCTV Access

Dear [Recipient Name],

I, [Your Full Name], [Your Title] of [Your Company/Organization Name], hereby authorize [Authorized Individual's Full Name], [Authorized Individual's Title] to access the Closed-Circuit Television (CCTV) systems located at [Location/Address of CCTV].

This authorization is valid from [Start Date] to [End Date] for the purpose of [Reason for Access]. [Authorized Individual's Full Name] is permitted to review footage, conduct monitoring, and any additional necessary tasks related to our security protocols.

Please provide the necessary access credentials to [Authorized Individual's Full Name] upon their arrival.

Should you have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]