

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Job Title]

[Property Management Company Name]

[Property Address]

[City, State, Zip Code]

Subject: CCTV Compliance Notification

Dear [Recipient Name],

We hope this letter finds you well.

As part of our commitment to ensuring the safety and security of all tenants and visitors at [Property Name/Address], we would like to inform you about the compliance of our Closed-Circuit Television (CCTV) system with current legal standards and best practices.

1. **Purpose of CCTV Installation**:

The CCTV system has been installed to enhance security, deter criminal activity, and provide a safe environment for all.

2. **Compliance with Regulations**:

Our CCTV system complies with [relevant laws/regulations such as GDPR, local privacy laws], ensuring that all recordings are handled responsibly and with respect for individuals' rights.

3. **Areas Monitored**:

The CCTV cameras are positioned in the following locations:

- Main entrance
- Common areas
- Parking lot

4. **Data Retention Policy**:

Recorded footage is retained for a period of [duration, e.g., 30 days] and is securely stored to prevent unauthorized access.

5. **Access to Footage**:

Access to CCTV footage is limited to authorized personnel only, and requests for footage must go through a formal process in accordance with our policy.

6. **Notification**:

Clear signage has been placed in monitored areas to inform individuals of the CCTV surveillance in operation.

We are committed to maintaining transparency and ensuring compliance with applicable laws regarding surveillance practices. Should you have any questions or require further information regarding our CCTV operations, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]