

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to CCTV footage recorded on [specific date] at [specific location]. This footage is pertinent to [brief explanation of the reason for the request, e.g., an incident that occurred, an investigation, etc.].

Please let me know if any specific forms or procedures are required to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]