

[Your Name]  
[Your Position]  
[Your Organization/School/Community Group Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Funding Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request funding for the installation of CCTV cameras within our [organization/school/community]. As you may be aware, the safety and security of our [students, staff, and community] is our utmost priority.

In recent months, we have observed an increase in [specific issues such as vandalism, theft, or safety concerns] within our premises. After thorough consideration, we believe that the installation of a comprehensive CCTV system will significantly enhance our ability to monitor activities, deter criminal behavior, and respond proactively to incidents.

We have obtained quotes from reputable vendors and estimate that the total cost for equipment and installation will be [insert total cost]. We are seeking [insert specific amount of funding] to cover this necessary expense.

The CCTV system will provide numerous benefits, including:

- Enhanced security for our [students/staff/community].
- Evidence collection in case of incidents.
- Deter potential criminal activity through visible surveillance.

We are committed to ensuring a safe environment for everyone involved and believe that with your support, we can achieve this goal effectively. We would appreciate the opportunity to discuss this proposal further and explore potential funding options.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization/School/Community Group Name]