

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Legal Documentation of CCTV Installation

Dear [Recipient Name],

I am writing to formally document the installation of the CCTV surveillance system at [Location/Property Address] in compliance with applicable laws and regulations.

1. **Purpose of CCTV Installation**

The primary purpose of this installation is to enhance security and ensure the safety of the property and its occupants.

2. **Location of Cameras**

The CCTV cameras have been strategically placed at the following locations:

- [Location 1]
- [Location 2]
- [Location 3]

3. **Notification**

Clear signage has been placed at the premises to notify individuals of the surveillance.

4. **Data Retention Policy**

All recorded footage will be retained for a period of [X days/months] and securely stored in accordance with [relevant laws/regulations].

5. **Access to Footage**

Access to the recorded footage is restricted to authorized personnel only and will not be shared without proper legal justification.

This letter serves as an official record of the CCTV system's implementation. Should you require any further information or clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]