

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding the CCTV system located at [specific location or area] that requires immediate attention.

[Briefly describe the problem with the CCTV system, e.g., malfunctioning cameras, recording issues, lack of footage, etc. Include any relevant details such as dates and times of incidents.]

This issue poses a concern for [reasons such as safety, security, monitoring purposes], and I believe it is critical to address it as soon as possible.

Please let me know the necessary steps to resolve this issue or if further information is needed from my side to assist in the troubleshooting process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]