

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of CCTV Surveillance Compliance

Dear [Recipient's Name],

We are writing to inform you that our organization, [Your Company Name], has implemented Closed-Circuit Television (CCTV) surveillance systems as part of our commitment to ensuring safety and security within our premises. This notification is in compliance with applicable privacy regulations and our commitment to transparency.

CCTV cameras are installed in the following areas:

- [Location 1]

- [Location 2]

- [Location 3]

The purpose of this surveillance is to:

- Enhance security

- Deter criminal activities

- Monitor facility safety

Please be assured that all recorded footage will be managed in accordance with applicable laws and regulations regarding data protection and privacy. Access to the recorded footage is restricted to authorized personnel only and will not be disclosed without proper authorization except where required by law.

We encourage you to reach out to us if you have any questions or concerns regarding our CCTV surveillance practices or your rights under privacy regulations. You may contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]