

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of CCTV Surveillance

We wish to inform you that [Your Company/Organization Name] has implemented a Closed-Circuit Television (CCTV) surveillance system on our premises located at [Address/Location]. This measure is aimed at enhancing security, ensuring the safety of our employees and visitors, and protecting our property.

Please be advised that the CCTV surveillance operates 24/7 and may record activity in both public and private areas within the premises. The recordings will be used solely for security purposes and will be accessed only by authorized personnel.

If you have any questions or concerns regarding this surveillance system, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]