

[Your Name]
[Your Position]
[Your Organization/Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Permission to Install CCTV Cameras

I hope this letter finds you well. I am writing to formally request permission to install CCTV cameras at [specific location]. This initiative aims to enhance security and ensure the safety of our premises, employees, and visitors.

[Cite reason for installation, e.g., increased security concerns, previous incidents, etc.]. The proposed locations for the cameras include [list specific locations or areas].

We understand the importance of privacy and are committed to complying with all relevant laws and regulations regarding surveillance. The CCTV system will be operated and maintained in accordance with [mention any relevant guidelines or policies].

We appreciate your consideration of this request and look forward to your positive response. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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