

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of CCTV Monitoring

Dear [Recipient Name],

We are writing to inform you that our premises are equipped with Closed-Circuit Television (CCTV) surveillance systems for security purposes.

This monitoring system is in place to ensure the safety and security of our employees, visitors, and property.

Key points regarding our CCTV monitoring are as follows:

1. **Purpose of Monitoring**: The CCTV system is utilized exclusively for security and safety purposes, including the protection of our assets and individuals on the premises.

2. **Areas Covered**: The CCTV cameras monitor the following areas: [list specific areas, e.g., entrance, parking lot, hallways, etc.].

3. **Data Handling**: Recorded footage is stored securely and is accessible only to authorized personnel. The footage will be retained for a period of [specify time frame, e.g., 30 days] before automatic deletion.

4. **Privacy Compliance**: We adhere to all applicable laws and regulations regarding privacy and data protection. We respect the rights of individuals and ensure that monitoring is conducted in a responsible manner.

If you have any questions or need further information about our CCTV monitoring practices, please feel free to contact us at [contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]