

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally provide authorization for the use of CCTV footage collected at [Location or Event] on [Date] for [specific purpose, e.g., security review, investigation, etc.].

As the [Your Role, e.g., property owner, event organizer], I understand the importance of maintaining a secure environment, and I am allowing [Company/Organization Name] to access and utilize this footage to assist in [reason for access, e.g., enhancing security, addressing an incident, etc.].

Please find below the details regarding the CCTV footage:

- ****Date and Time of Recording:**** [Insert Date and Time]
- ****Location:**** [Insert Location]
- ****Duration of Footage:**** [Insert Duration]

I confirm that all relevant privacy policies and data protection regulations will be adhered to during the use and handling of this footage.

If you need any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]