Your address

Date

Strata Manager

**CONFIDENTIAL**

Dear Manager

**Re: request for access to CCTV footage**

I was involved in an incident at your premises on (insert date). I understand that CCTV footage exists in relation to the incident.

I am writing to request access to any CCTV footage relating to that incident, details of which are:

 **Date**:

 **Time**:

**Location**:

I have attached a certified copy of my identification document.

If the footage contains personal information of other individuals (such as their faces), then please arrange for those images to be pixelated so that the footage may be released.

If you refuse to release the footage, please confirm that the footage will be retained (and not destroyed) pending any future formal request for the footage.

If you have any questions about this letter or require any further information, please contact me on (insert phone number).

Kind regards

(Your name)