*Guidance note: Please note that each vendor may have a specific form/instructions and limitation dates on how to retain CCTV footage.*

Your Name  
Address Line 1  
Address Line 2

Phone Number (optional)

11/12/2018

Vendor Name   
Address Line 1  
Address Line 2

Dear Sir/Madam

**Re: Retention of CCTV Footage**

I am sending this letter as notice that a future request, *Government Information (Public Access) Act 2009* application, subpoena or other court order may require the production of CCTV footage as follows:

Location: [Insert Location]

Description: [Insert description of yourself and/or the incident]

Date: [Insert Date of CCTV]

Times: [Insert Relevant Times]

I request that you retain all CCTV footage showing myself at the location and its immediate surroundings.

I ask that you ensure the footage is not destroyed and that copies are retained in a viewable format for retrieval in the future.

Please note that this is only a request to retain footage, not a request to provide footage at this point.

Please confirm in writing that the footage has been retained.

Thank you for your cooperation.

Yours faithfully,

Your Full Name