

Request for CCTV Footage

From: *[Your Name]*

[Your Address]

[Email Address]

[Phone Number]

[Date]

To: DQMC, Chiltern House, 72-74 King Edward Street, Macclesfield, Cheshire, SK10 1AT.

Dear DQMC Director,

I am writing to formally request access to CCTV footage under the **UK Data Protection Act 2018** and the **UK GDPR**. The footage I am seeking relates to:

- **Date of incident:** [DD/MM/YYYY]
- **Approximate time:** [HH:MM]
- **Location covered by CCTV:** [Exact location on the estate]
- **Description of event:** [Brief description of incident]

I believe the footage contains images of myself / my property and is required for [state reason, e.g., insurance claim, police report, personal safety].

I attach documents/scanned images/pictures supporting my request.

Please let me know if you require proof of identity or any additional information to process this request. I understand that CCTV footage is typically retained for a limited period, so I would appreciate your prompt attention.

Thank you for your cooperation.

Yours faithfully,

X

[Your Signature above]

[Your Printed Name]