

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Access to CJIS Information

I am writing to formally request access to Criminal Justice Information Services (CJIS) data in accordance with applicable laws and policies. As [your job title/role] at [your organization], I require access to this information to [briefly explain the purpose for access].

For the purpose of this request, I confirm that I and my organization comply with all CJIS security requirements, including but not limited to [mention any relevant policies, procedures, or agreements].

The details of my request are as follows:

- Purpose of access: [explain purpose]
- Duration of access requested: [mention time frame]
- Type of information requested: [specify data types]

Attached to this letter, you will find the necessary documentation to support this request, including [list any attached documents such as background checks, security clearances, etc.].

Thank you for considering my request. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Organization]