

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: CJIS Audit Response

We understand the importance of adhering to the Criminal Justice Information Services (CJIS) policies and appreciate the opportunity to respond to the recent audit conducted on [audit date].

1. **Audit Findings**

We acknowledge the findings noted in the audit report dated [date of report]. Specifically, [briefly summarize key findings].

2. **Corrective Action Plan**

To address these findings, we have implemented the following corrective actions:

- [Action 1: Detailed description and expected completion date]
- [Action 2: Detailed description and expected completion date]
- [Action 3: Detailed description and expected completion date]

3. **Ongoing Compliance Measures**

We are committed to maintaining compliance with all CJIS requirements and have established ongoing measures, including:

- [Measure 1: Brief description]
- [Measure 2: Brief description]
- [Measure 3: Brief description]

4. **Conclusion**

We appreciate the feedback and opportunity to improve our processes. Please feel free to reach out if you have any further questions or need additional documentation.

Thank you for your attention to this matter.

Sincerely,

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