

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: CJIS Candidate Eligibility Letter

Dear [Recipient's Name],

We are pleased to inform you that you have been determined eligible for a position requiring access to Criminal Justice Information Services (CJIS) information.

As a candidate, you must adhere to the following requirements:

1. Complete necessary background checks as stipulated by the CJIS Security Policy.
  2. Successfully pass all training related to CJIS information handling and security.
  3. Maintain compliance with all CJIS regulations throughout your tenure.
- Please ensure that you respond with any required documents or confirmation by [Response Deadline Date]. If you have any questions regarding this eligibility or the next steps in the process, feel free to reach out to [Contact Person's Name] at [Contact Phone Number] or [Contact Email Address].

Congratulations on your eligibility, and we look forward to your continued progress in this process.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Contact Information]