

[Your Agency Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Agency/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: CJIS Compliance Confirmation

Dear [Recipient Name],

This letter serves to confirm that [Your Agency Name] is in compliance with the Criminal Justice Information Services (CJIS) Security Policy as established by the FBI. We have implemented the necessary policies, procedures, and technical safeguards to protect criminal justice information (CJI) in accordance with the standards set forth in the CJIS Security Policy.

As part of our commitment to maintaining the security and confidentiality of CJI, we have undertaken the following measures:

1. ****Access Control****: All personnel with access to CJI have undergone background checks and training in security awareness.

2. ****Incident Response****: We have a robust incident response plan in place to address any potential security breaches.

3. ****Data Encryption****: Sensitive data is encrypted both in transit and at rest.

4. ****Physical Security****: Our facilities are secured and access is limited to authorized personnel only.

5. ****Regular Audits****: We conduct regular audits and assessments to ensure ongoing compliance with CJIS requirements.

Should you require any further information or documentation regarding our compliance efforts, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]

[Attachment: CJIS Compliance Documentation (if applicable)]