

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for CJIS Data

I am writing to formally request access to the Criminal Justice Information Services (CJIS) data as per our requirements for [specific purpose or project]. We understand the importance of maintaining data security and confidentiality and assure adherence to all relevant regulations and policies.

[Provide brief background on your organization and the need for the data. Mention any relevant case numbers or reference information.]

We are requesting the following specific data sets:

1. [Specify Data Set 1]
2. [Specify Data Set 2]
3. [Specify Data Set 3]

We believe that this data will greatly assist us in [explain how the data will be used and its importance].

Please let us know if there are any forms or additional information required to process this request. We appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Typed Name]
[Your Position]
[Your Organization]