

[Your Agency's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Agency/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: CJIS Compliance Documentation

This letter serves to confirm that [Your Agency's Name] is compliant with the Criminal Justice Information Services (CJIS) requirements as outlined by the FBI. We acknowledge our responsibility to handle criminal justice information (CJI) with the utmost care, ensuring the integrity, confidentiality, and availability of the data we manage.

Our agency has implemented the following measures to comply with the CJIS Security Policy:

1. ****Access Control:**** We have established strong access control measures for all personnel who access CJI.
2. ****Security Awareness Training:**** All employees with access to CJI undergo mandatory CJIS security awareness training annually.
3. ****Incident Response:**** A formal incident response plan is in place to address any potential breaches of CJIS information.
4. ****Data Encryption:**** Sensitive information is encrypted in transit and at rest to safeguard against unauthorized access.

We remain committed to maintaining these standards and continuously improving our protocols in alignment with CJIS mandates.

If you require further information or documentation regarding our compliance efforts, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Agency's Name]

[Your Contact Information]

[Your Agency's Address]

[City, State, Zip Code]