

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Subject: CJIS Incident Report

Dear [Recipient's Name],

This correspondence is to formally report an incident involving Criminal Justice Information Services (CJIS) data, which occurred on [date of incident] at [location of incident]. The details of the incident are as follows:

**\*\*Incident Summary:\*\***

- **\*\*Description of the Incident:\*\*** [Brief description of what happened]

- **\*\*Date and Time:\*\*** [Exact date and time of the incident]

- **\*\*Location:\*\*** [Where the incident took place]

- **\*\*Individuals Involved:\*\*** [List of individuals involved, including names and roles]

**\*\*Data Compromised:\*\***

- [Specify the type of CJIS data that was compromised, if any]

- [Provide details regarding the sensitivity and classification of the data]

**\*\*Actions Taken:\*\***

- [Describe the initial response to the incident, including any notifications made]

- [Outline steps taken to mitigate harm or prevent future incidents]

- [State if local law enforcement or other agencies have been notified]

**\*\*Next Steps:\*\***

- [Outline the ongoing investigation process]

- [Mention any additional measures to be implemented]

Please feel free to contact me at [your phone number] or [your email address] should you require further information or clarification regarding this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Organization's CJIS Compliance Officer, if applicable]