

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: CJIS Information Sharing Agreement

Dear [Recipient's Name],

We are writing to formalize our intent to establish a collaborative relationship regarding the sharing of Criminal Justice Information Services (CJIS) data. Our organization is committed to ensuring compliance with all CJIS security requirements while facilitating efficient information exchange that supports our mutual objectives in law enforcement and public safety.

To initiate this process, we propose the following terms and conditions for sharing CJIS data:

1. **\*\*Data Access and Usage\*\***

- Define the specific data elements to be shared.
- Outline the purpose of data usage.

2. **\*\*Security Measures\*\***

- Detail the security protocols to be implemented to protect sensitive information.

- Confirm adherence to the CJIS Security Policy.

3. **\*\*Responsibility and Liability\*\***

- Specify the responsibilities of each party in the data sharing process.

- Address liability terms regarding misuse or data breaches.

4. **\*\*Duration and Termination\*\***

- Specify the duration of the agreement and conditions for termination.

We believe that sharing access to CJIS data will greatly enhance our operational capabilities and improve our service delivery to the community. Please review the proposed terms and respond with any amendments or concerns you may have.

Thank you for your attention to this important matter. We look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]