

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: CJIS Personnel Change Notification

I hope this message finds you well. We wish to formally notify you of a change in personnel regarding our Criminal Justice Information Services (CJIS) compliance.

Effective [Effective Date], the following personnel change will take place in our organization:

- **Former Employee Name:** [Former Employee's Full Name]
- **Position:** [Former Position]
- **Contact Information:** [Former Employee's Email/Phone]
- **New Employee Name:** [New Employee's Full Name]
- **Position:** [New Position]
- **Contact Information:** [New Employee's Email/Phone]

Please update your records accordingly and feel free to reach out if you have any questions or require further information regarding this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]