

[Your Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Address]

[City, State, Zip Code]

Subject: CJIS Policy Violation Notice

Dear [Recipient Name],

We are writing to inform you of a violation of the Criminal Justice Information Services (CJIS) Policy that was identified during our recent compliance review.

Details of the Violation:

- **Date of Incident:** [Insert date]

- **Description of Violation:** [Provide brief description of the violation]

- **Affected Data/Information:** [Specify which data or information was compromised]

- **Reported By:** [Name of the individual who reported the violation]

As you are aware, adherence to CJIS policies is critical to the security and integrity of sensitive information. It is essential that this matter be addressed promptly.

To rectify this situation, we require the following actions:

1. A detailed written explanation of the circumstances surrounding the violation.
2. Immediate implementation of corrective measures to prevent recurrence.
3. A confirmation of compliance with all other CJIS standards moving forward.

Please submit the requested information by [insert response deadline] to avoid further action. Failure to comply may result in additional disciplinary measures or amendments to your access privileges.

If you have any questions or need further clarification, please do not hesitate to contact [Your Contact Information].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]