

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: CJIS Privacy Compliance Letter

Dear [Recipient's Name],

We, [Your Organization's Name], are committed to ensuring compliance with the Criminal Justice Information Services (CJIS) Security Policy and maintaining the privacy of all sensitive information. This letter serves as our formal acknowledgment of our adherence to the CJIS Security Policy standards.

1. **\*\*Organizational Commitment\*\***

- Description of your organization's mitigation measures and policies regarding information security.

- Commitment to training employees on CJIS requirements.

2. **\*\*Access Control\*\***

- Details about user access controls and restrictions in place to safeguard sensitive CJIS data.

3. **\*\*Data Handling and Storage\*\***

- Explanation of the methods used to protect and securely store CJIS data (e.g., encryption).

4. **\*\*Incident Response Protocol\*\***

- Overview of how your organization responds to security incidents involving CJIS data.

5. **\*\*Audit and Monitoring\*\***

- Description of regular audits and monitoring of systems that access CJIS data.

6. **\*\*Point of Contact\*\***

- Name and contact information of the individual responsible for CJIS compliance within your organization.

Thank you for your attention to this important matter. Please do not hesitate to contact us should you require further information or clarification regarding our CJIS compliance efforts.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]