

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: CJIS Security Clearance Notification

Dear [Recipient's Name],

This letter is intended to confirm that [Employee's Name/Applicant's Name] has been granted the necessary Criminal Justice Information Services (CJIS) security clearance. This clearance is essential for [his/her/their] role as [Job Title/Position] within our organization, which requires access to sensitive criminal justice information.

The CJIS security clearance process has been duly followed, including [list any specific requirements met, such as background checks, training completed, etc.]. As of the date of this letter, [Employee's Name/Applicant's Name] is in compliance with all CJIS Security Policy requirements and has been deemed trustworthy to handle sensitive information.

Should you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]