

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to inform you that [Employee Name] has successfully completed the Criminal Justice Information Services (CJIS) training program on [Date of Completion]. This certification ensures that [he/she/they] is knowledgeable in the policies, procedures, and security requirements associated with the usage of criminal justice information. The training covered essential topics including data handling, access control, and regulatory compliance, and it was conducted by a certified instructor. [Employee Name] demonstrated a thorough understanding of the material and has met all necessary competencies required for certification.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information. Congratulations to [Employee Name] on this achievement.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Organization]