

[Your Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: CJIS Verification Letter for Clearance

Dear [Recipient's Name],

This letter is to confirm that [Name of Individual/Employee] has been granted clearance under the Criminal Justice Information Services (CJIS) Security Policy.

Details are as follows:

- **Name:** [Name of Individual]
- **Position/Title:** [Position/Title of Individual]
- **Date of Birth:** [DOB]
- **CJIS Clearance Level:** [Level of Clearance]
- **Security Background Check Date:** [Date of Background Check]
- **Valid Until:** [Expiration Date of Clearance]

We certify that [Name of Individual] has undergone the necessary background checks per the CJIS Security Policy requirements and is in compliance with all relevant regulations.

If you have any questions or require further verification, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]