

[Your Agency Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Agency/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: CJIS Notification

Dear [Recipient's Name],

This letter serves as a formal notification regarding [specific purpose of the notification -- e.g., changes in policy, upcoming audit, security breach, etc.]. As part of our compliance with the Criminal Justice Information Services (CJIS) Security Policy, we are committed to ensuring the security and confidentiality of sensitive information.

Details of Notification:

- **\*\*Description of the Event/Change:\*\*** [Provide a brief description]
- **\*\*Date of Occurrence/Implementation:\*\*** [Provide the date]
- **\*\*Action Required:\*\*** [Specify any action the recipient must take, if applicable]
- **\*\*Contact Information for Questions:\*\*** [Provide a contact name, title, and phone number or email]

We appreciate your immediate attention to this matter and your cooperation in maintaining the integrity of our information security practices.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Organization]

[Your Phone Number]

[Your Email Address]