

Appendix D Email Request for Population Counts

TO: john DOE@email.com

SUBJECT: Annual Probation Survey Request for Population Counts

BODY OF EMAIL:

Dear Mr. John Doe,

Recently, you provided information about the role that AGENCY NAME plays in supervising adults on probation in STATE. On behalf of the U.S. Department of Justice, Bureau of Justice Statistics, I want to thank you for responding.

You indicated that AGENCY NAME does have responsibility for supervising adults on probation. Please provide the following information:

1. How many adult probationers did AGENCY NAME supervise on December 31, 2016?

Felons _____
Misdemeanants _____
Total _____

2. Who is the head of AGENCY NAME?

Salutation (e.g., Mr. or Ms.) _____
First Name _____
Last Name _____
Title _____
Mailing Address _____
Phone Number _____
Fax Number _____
E-mail Address _____

If you prefer to share this information by phone, please call RTI's Agency Support Team toll-free at 866-334-4175.

Sincerely,

Tim Smith
RTI Project Director
Annual Surveys of Probation and Parole

E-mail: bjs-aps-help@rti.org

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