

Appendix K:

Ad Hoc Letter



<<DATE>>

<<TITLE>> <<FNAME>> <<LNAME>> <<SUFFIX>>

Or Current <<TITLE>>

<<AGENCY NAME>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

Dear <<TITLE>> <<FNAME>> <<LNAME>>:

Thank you for {speaking with/contacting} us regarding the National Survey of Correctional Contraband (NSCC). Per your request, enclosed is a copy of the survey. As a reminder, this project aims to better understand contraband and contraband interdiction and is being administered to all state prisons and a sample of jails across the country.

The questionnaire may be returned in the enclosed postage-paid envelope, by faxing each page toll-free to 202-897-3987, or by sending a scanned copy of the survey via email to NSCC@urban.org. Although participation in this study is voluntary, we urgently need and appreciate your cooperation.

If you have any questions or need assistance with the questionnaire, please contact us via telephone (1-844-288-4427), or e-mail (NSCC@urban.org).

Sincerely,

2100 M Street NW
Washington DC 20037

urban.org