

**Appendix L:**  
**Follow-Up Email/Letter**



<<DATE>>

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

Or Current <<TITLE>>

<<AGENCY NAME>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

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

**We recently sent you the National Survey of Correctional Contraband (NSCC).**

With funding from the National Institute of Justice and in partnership with the American Correctional Association, the Urban Institute is working on a project to better understand contraband and contraband interdiction. As part of this effort, your agency was selected to participate in the National Survey of Correctional Contraband (NSCC). The NSCC is being administered to all state prisons and a sample of jails across the country.

If you have already completed and returned the NSCC, please accept our sincere thanks. If not, kindly complete it at your earliest convenience. It is extremely important that we obtain your response so that complete information may be presented to the corrections community.

If you did not receive a survey questionnaire, or if it was misplaced, please call Urban Institute by telephone (1-844-288-4427), or e-mail (NSCC@urban.org).

Sincerely,

2100 M Street NW  
Washington DC 20037

[urban.org](http://urban.org)