

Appendix S:
Last Chance Letter



<<DATE>>

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

Or Current <<TITLE>>

<<AGENCY NAME>>

<<ADDRESS>>

<<CITY, STATE ZIP>>

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

The National Survey of Correctional Contraband (NSCC) is quickly coming to a close and our records state that we have not yet received a response from your facility. 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.

We ask that you take a short amount of time to complete and return the survey to us by xxxxxx.

Enclosed with this letter is a copy of the survey. Attached are also instructions to complete the survey online if you prefer to use the online version.

If you have already submitted your response, or if you need assistance with the survey, please contact Urban Institute by telephone (1-844-288-4427), or e-mail (NSCC@urban.org).

Thank you in advance for your participation. We look forward to hearing from you.

Sincerely,

2100 M Street NW
Washington DC 20037

urban.org