Attachment 9. Cover Letter

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Mailed version

[Date]

2100 M Street
Washington, DC 20037
202-833-7200

(NAME) (TITLE)
(OFFICENAME)
(ADDR)
(CITY), (STATE) (ZIP)

Dear (NAME),

On behalf of the Bureau of Justice Statistics (BJS), a federal statistical agency housed in the U.S. Department of Justice (DOJ), The Urban Institute is conducting the Survey of State Attorneys General Offices (SSAGO) Program. The SSAGO program is a national effort to systematically describe the organization, structure, responsibilities, and activities of State Attorneys General (AGs) who play a critical role in the U.S. justice system.

The first survey of this program will focus on how AG offices handle and prosecute labor and sex trafficking cases. Currently there is no easily accessible, centralized data source that captures how state AG offices are handling and responding to human trafficking. The collection of systematic information regarding the organization, structure, activities, and cases handled by AG offices will allow each individual state AG office to gain an understanding of how other AG offices are organized and learn about different approaches for addressing human trafficking in their jurisdictions.

If there is someone at your office that you feel will best serve as a coordinator for this survey please call us toll free at NUMBER or email us at EMAIL to identify that person. All future correspondence will be sent directly to the person you identify as the expert coordinator for this survey.

The information collected through this data series will allow BJS to better understand the needs of state AG offices and could inform future surveys.

For your convenience, any knowledgeable person from your office may respond to the survey in one of several ways:

> **Electronically:** We encourage you to complete a fillable PDF survey that can be sent via email. You may return your completed survey via email to____ by [DATE]. To obtain the fillable PDF survey, please call us at PHONE or email us at EMAIL@urban.org with a valid email address. Please save an electronic copy of the PDF for your records.

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Paper: If you prefer to complete a paper version of the survey, complete and return the enclosed questionnaire in the postage-paid envelope. You may also fax each page toll-free to FAX or e-mail a scanned copy to EMAIL@urban.org. Please retain a photocopy of your completed reply for your records.

We would greatly appreciate if you could complete and return the survey by [DATE]. Upon completion of the study, BJS will make the findings from this first survey of State Attorneys General Offices program available on its website at https://www.bjs.gov. If you have any questions, please feel free to e-mail Urban at EMAIL@urban.org or call The Urban Institute toll free, at PHONE. We thank you in advance for your participation in this important national study.

Sincerely,

William Adams, M.P.P., Senior Research Associate, The Urban Institute
Yasemin Irvin-Erickson, PhD, Senior Research Associate, The Urban Institute
Enclosures: Survey instrument, Pre-paid business reply envelope

Emailed version of the letter

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Sincerely,

William Adams, M.P.P., Senior Research Associate, The Urban Institute
Yasemin Irvin-Erickson, PhD, Senior Research Associate, The Urban Institute
Attachments: Survey instrument