U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

«Date»

«Salutation» «ContactFirstName» «ContactLastName»
«Facility Name»
«ContactAddress1» «ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»:

We have made several attempts to contact you over the past few months regarding your participation in the Bureau of Justice Statistics' (BJS) Census of State and Federal Adult Correctional Facilities (CCF). The CCF is an important part of BJS's portfolio of establishment collections that inform the nation on the characteristics of adult correctional facilities and persons sentenced to state and federal prisons. At this time, I am writing to notify you that there are only a couple of weeks remaining to complete the questionnaire. Your response is vital to the success of this data collection.

Please complete the questionnaire by using the following link: [WEB ADDRESS] and entering the following information:

Username: **«Username»**
Password: **«Password»**

Alternatively, if you would prefer to complete the questionnaire on paper, we are happy to send you a hardcopy, or you may download and print a paper version upon entering your login credentials on the CCF website.

If you have questions about the CCF questionnaire or are having difficulty accessing the website, please contact the RTI data collection team via phone or e-mail at 866-354-4993 or bjs-prisoncensus@rti.org. If you have any general comments about this data collection, please contact Laura Maruschak, the BJS CCF Project Manager, at (202) 307-5986 or Laura.Maruschak@usdoj.gov.

I greatly appreciate your consideration.

Sincerely,

E. Ann Carson
Acting Chief, Corrections Statistics Unit
Bureau of Justice Statistics