Attachment 24 – Closeout E-mail, Data Clarification Not Received

TO: john.doe@state.com

SUBJECT: Message from NAME, Chief of the Corrections Statistics Unit, Bureau of Justice Statistics | USER_ID

BODY OF E-MAIL:

Dear Mr. John Doe,

Thank you for participating in the Bureau of Justice Statistics' (BJS) Annual Probation Survey. We received your submission; however, some of the information is unclear or missing. Our data collection agent, RTI International, has been trying to reach you or your designee to clarify those items. We are closing out the 2017 collection. **Please contact Danielle Kaeble immediately at (202) 305-2017 or Danielle.Kaeble@usdoj.gov to clarify and complete your agency's submission**.

If you are unable to resolve the outstanding issues, we may estimate elements of your agency's probation data for the 2017 reporting year. Individual agency estimates will not be shown; however, they will be included in aggregate state and national counts. Data collected in this survey demonstrate the importance of the probation population in understanding the characteristics of the total population of persons under correctional authority. At the federal, state, and local levels, they inform decisions about budget, policy and practice. There is no other source for these data.

We hope to speak with you soon. Then, in November of this year, I will be back in contact to notify you of the upcoming 2018 data collection cycle.

Thank you for your support of BJS's statistical programs.

Sincerely,

Chief, Corrections Statistics Unit
Bureau of Justice Statistics