Attachment 19 – Request to Discuss Inconsistencies

TO: john.doe@state.com

SUBJECT: Following Up on Data Quality Issues | USER_ID

BODY OF E-MAIL:

Dear Mr. John Doe,

I am contacting you today on behalf of the Bureau of Justice Statistics (BJS) regarding AGENCY's 2017 Annual Probation Survey that was submitted on DATE. Specifically, the survey item(s) below were left blank or require further clarification. I would like to collect that information in order to consider the survey complete. In case it is helpful, I have attached a copy of the survey you submitted for reference.

- ERROR MESSAGES

I would be happy to take this information over the phone or via e-mail. I can be reached at (800) 334-8571 ext. EXT or bjs-aps-help@rti.org.

Thank you for your support of BJS's statistical programs. I look forward to hearing from you.

Sincerely,

RTI Agency Support Team
Annual Surveys of Probation and Parole

E-mail: bjs-aps-help@rti.org
Phone: 1.866.334.4175
Fax: 1.866.509.7471