Attachment 14 – First Reminder E-mail

TO: john.doe@state.com

SUBJECT: 2017 Annual Surveys of Probation and Parole (ASPP) Reminder | USER_ID

BODY OF E-MAIL:

Dear Mr. John Doe,

The 2017 Annual Surveys of Probation and Parole (ASPP) began in January 2018. These surveys have a due date of **February 28, 2018**. As of DATE, we have not received your completed surveys. Please use the following information to log onto the ASPP website (www.bjs-aps.org) and complete your surveys:

Probation	**Username:** userID1	**Password:** PW1
Parole	**Username:** userID2	**Password:** PW2

I encourage you to complete your surveys as they are the only ongoing, comprehensive, nationally-representative surveys of the probation and parole populations.

If you know that you are unable to meet the deadline, or if you need assistance with the surveys, please contact RTI's Agency Support Team at (866) 334-4175 or bjs-aps-help@rti.org. You may also contact Danielle Kaeble, the project officer at the Bureau of Justice Statistics, directly at (202) 305-2017 or Danielle.Kaeble@usdoj.gov.

I look forward to receiving your completed surveys.

Sincerely,

Chief, Corrections Statistics Unit
Bureau of Justice Statistics