U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«DATE»

«AH_NAME»«AH_COMMA» «AH_TITLE»
«ATTN_A_NAME»
«AGENCY_NAME»
«AH_ADD»
«AH_ADD2»
«AH_CITY», «AH_STATE» «AH_ZIP»

Dear «AH_NAME»,

On behalf of the Bureau of Justice Statistics (BJS) and <<Contractor>>, I would like to thank you for your participation in the 20XX «Annual Probation Survey, Annual Parole Survey, Annual Surveys of Probation and Parole». I truly appreciate your support and «effort, the efforts of «DP_SAL» «DP_FN» «DP_LN»» in completing the «survey, surveys», as «it is, they are» vital to the success of this national collection. These data are useful to justify budgets and track changes and outcomes of your and other jurisdictions' populations.

This letter confirms that we have processed your «survey, surveys» and the data you provided are ready for inclusion in our analysis file. The data will be used in the bulletin, *Probation and Parole in the United States, <<YEAR>>*. For the most recent probation and parole data available, visit the BJS website at http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=15.

We encourage you to explore the Data Dashboard feature at www.bjs-aps.org! The site, which can be accessed year-round, provides historical data reported by your agency on the «Annual Probation Survey, Annual Parole Survey, Annual Surveys of Probation and Parole» including adults on «probation, parole, probation and parole» by sex, by race and ethnicity, and by most serious offense from 2010-20XX.

Sincerely,

<<Chief Name>>
Chief, Corrections Statistics Unit
Bureau of Justice Statistics

Thank You for Your Support!

PROBATION
ANNUAL SURVEY
PAROLE

- If you have questions or updates to the contact information for your agency, contact the <<Contractor>> Agency Support Team at <<XXX-XXX-XXXX>> or <<Agency Support Team Email>>.
- If you have any general comments, contact Barbara Oudekerk, BJS project manager, at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov.

«UID»