TO: <<AH_EMAIL>>

SUBJECT: Message from Barbara Oudekerk, Probation and Parole Project Manager, Bureau of Justice Statistics | <<UID>>

BODY OF E-MAIL:

Dear <<AH_NAME>>,

Data collection for the 20XX «Annual Probation Survey, Annual Parole Survey, Annual Surveys of Probation and Parole» will close on <<Weekday>>, April 30, <<YEAR>>. During our analysis, we noted that you provided data in the online survey system on <<DATE>>; however, you did not submit the form. For your convenience, I have included the items that you provided which are critical to describing level and change in the probation population:

1. Total population on January 1, 20XX: <<Q1>>
2. Entries between January 1, 20XX and December 31, 20XX: <<Q2>>
3. Exits between January 1, 20XX and December 31, 20XX: <<Q3>>
4. Total population on December 31, 20XX: <<Q4>>
5. Whether these counts reflect individuals or cases: <<Q5>>

We plan to use the data you provided. If you agree that we should use the numbers you have already provided, you do not need to respond to this message. If you would like to provide updated data, please contact <<Contractor Contact>> of <<Contractor>> at <<XXX-XXX-XXXX>> or <<Agency Support Team Email>> by April 30, <<YEAR>>.

If you have questions, please feel free to contact me Barbara Oudekerk, the project officer at BJS, directly at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov. The Bureau of Justice Statistics appreciates the efforts of your agency to contribute to the «Annual Probation Survey, Annual Parole Survey, Annual Surveys of Probation and Parole».

Thank you,

Barbara Oudekerk

Corrections Statistics Unit
Bureau of Justice Statistics