TO: <<DPEMAIL>>

SUBJECT: 20XX <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>> Reminder | <<UID>>

BODY OF E-MAIL:

Dear «DP_NAME»,

The 20XX <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>> began in January 20XX. <<This survey has, These surveys have>> a due date of **February 28, <<Year>>**. As of <<DATE>>, we have not received your completed <<survey, surveys>>. Please use the following information to log onto the <<ASPP, APS>> website (www.bjs-aps.org) and complete your <<survey, surveys>>. While you are logged in, you can access the Data Dashboard to see historical data reported by your agency including adults on <<probation, parole, probation and parole>> by sex, by race and ethnicity, and by most serious offense from 2010-20XX.

Probation	**Username:** <<USERID1>>	**Password:** <<PW1>>
Parole	**Username:** <<USERID2>>	**Password:** <<PW2>>

I encourage you to complete your <<survey, surveys>> as <<they are, it is>> the only ongoing, comprehensive, nationally-representative <<survey, surveys>> of the <<POPULATION>>.

If you know that you are unable to meet the deadline, or if you need assistance with the <<survey, surveys>>, please contact <<Contractor>>'s Agency Support Team at <<XXX-XXX-XXXX>> or <<Agency Support Team Email>>. You may also contact Barbara Oudekerk, the project officer at the Bureau of Justice Statistics, directly at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov.

I look forward to receiving your completed <<survey, surveys>> and appreciate your support of this data collection effort.

Sincerely,

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