U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics
Washington, D.C. 20531

<<DATE>>

«DP_SAL» «DP_FN» «DP_LN»«DP_COMMA» «DP_TITLE»
«AGENCY_NAME»
«DP_ADD»
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«DP_CITY», «DP_STATE» «DP_ZIP_A»

Dear «DP_SAL» «DP_FN» «DP_LN»,

I am pleased to announce the start of the 20XX <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>>, part of the Bureau of Justice Statistics' (BJS) core set of correctional statistics. We conduct <<this survey, these surveys>> annually to collect probation and parole information from agencies nationwide.

We depend on your participation to help compile the most complete and accurate statistics on the probation and parole populations in the United States. The statistics produced are imperative to understanding the characteristics of the total population of persons under correctional authority. These data are used by state and local criminal justice officials to justify budgets, compare changes in populations with comparable jurisdictions, and track outcomes of those on probation and parole. There is no other ongoing, comprehensive, nationally representative survey of these populations. The Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 U.S.C. § 10132), authorizes the collection of these data.

BJS is committed to providing stakeholders with the results of these collections as quickly as possible. We need your surveys by **February 28, 20XX** to meet our publication deadline. We estimate the <<survey, surveys>> will take XX minutes each to complete. Please use the following information to log on to the <<APS, ASPP>> website (www.bjs-aps.org):

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

If you are unable to submit your surveys online, or have questions concerning any instructions or definitions on the <<survey, surveys>> please contact <<Contractor>>'s Agency Support Team at <<XXX-XXX-XXXX>> or <<Agency Support Team Email>> and they will provide an alternative format.

I hope for your agency's continued support of BJS' statistical programs.
Sincerely,

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

PROBATION
ANNUAL SURVEY
PAROLE

Learn more about the <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>>

- Review the most recent survey reports: http://www.bjs.gov/index.cfm?ty=dcdetail&iid=271
- Look for <<Contractor>> and BJS at the American Probation and Parole Association conferences
- Contact Barbara Oudekerk, BJS project manager, at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov.