U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

«DATE»

«AH_SAL» «AH_FN» «AH_LN»«AH_COMMA» «AH_TITLE»
«ATTN» «A_SAL» «A_FN» «A_LN»
«AGENCY_NAME»
«AH_ADD»
«AH_ADD2»
«AH_CITY», «AH_STATE» «AH_ZIP»

Dear «AH_SAL» «AH_FN» «AH_LN»,

The 20XX «Annual Probation Survey (APS) is, Annual Parole Survey (APS) is, Annual Surveys of Probation and Parole (ASPP) are» being fielded by <<Contractor>>, on behalf of the Bureau of Justice Statistics (BJS). **These surveys were due on February 28, <<YEAR>>.** As of <<DATE>>, we have not received your completed 20XX surveys. To be responsive to requests regarding the release of statistics, it is BJS's goal to publish the annual report, *Probation and Parole in the United States, <<YEAR>>* (www.bjs.gov), as soon as possible given the time needed to process the data. Therefore, data collection will end on April 30, <<YEAR>>.

INSERT QUOTE(S) FROM SUPPORTING ORGANIZATION(S).

Any data your agency can provide would be helpful. Use the following information to log onto the <<APS, ASPP>> website (www.bjs-aps.org) to complete your surveys as soon as possible:

Probation	**Username:** «USERID1»	**Password:** «PW1»
Parole	**Username:** «USERID2»	**Password:** «PW2»

If you cannot complete the entire survey, it will still be useful to receive these important numbers: **Total Population on January 1, 20XX; Entries and Exits in 20XX; and Total Population on December 31, 20XX**. <<Contractor>>'s Agency Support Team (<<XXX-XXX-XXXX>> or <<Agency Support Team Email>>) is available to work with you. You may also contact Barbara Oudekerk, the project manager at BJS, directly at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov.

I look forward to receiving your data and thank you in advance for your assistance with this data collection.

Sincerely,

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

«USER_ID»