correct

TO: «AH_EMAIL»

SUBJECT: Message from «Chief Name», Chief, Corrections Statistics Unit, Bureau of Justice Statistics

BODY OF E-MAIL:

Dear «AH_SAL» «AH_FN» «AH_LN»,

Thank you for participating in the Bureau of Justice Statistics' (BJS) «Annual Probation Survey, Annual Parole, Annual Surveys of Probation and Parole». We received your submission; however, some of the information is unclear or missing. Our data collection agent, <<Contractor>>, has been trying to reach you or your designee to clarify those items. We are closing out the 20XX collection. **Please contact Barbara Oudekerk immediately at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov to clarify and complete your agency's submission.**

If you are unable to resolve the outstanding issues, we may estimate elements of your agency's probation data for the 20XX reporting year. Individual agency estimates will not be shown; however, they will be included in aggregate state and national counts. Data collected in this survey demonstrate the importance of the «probation, parole» population in understanding the characteristics of the total population of persons under correctional authority. At the federal, state, and local levels, they inform decisions about budget, policy and practice. There is no other source for these data.

We hope to speak with you soon. Then, in November of this year, I will be back in contact to notify you of the upcoming 20XX data collection cycle.

Thank you for your support of BJS's statistical programs.

Sincerely,

<<Chief Name>>

Chief, Corrections Statistics Unit
Bureau of Justice Statistics