TO: «AH_EMAIL»

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

BODY OF E-MAIL:

Dear «AH_SAL» «AH_FN» «AH_LN»,

Data collection for the 20XX «Annual Probation Survey, Annual Parole Survey, Annual Surveys of Probation and Parole» will close on <<Weekday>>, April 30, <<YEAR>>, and we have not received your completed survey. I want to reemphasize that your participation in this survey is vital to its success; there is no other source for these data. We appreciate any data your agency can provide.

At a minimum, we hope to receive your agency's actual or estimated total population on December 31, 20XX. For your reference, the data your agency submitted for the <<Prior year>> «Annual Probation Survey, Annual Parole Survey, Annual Surveys of Probation and Parole » appear below.

You can provide the data by calling our data collection agent, <<Contractor>>, at <<XXX-XXX-XXXX>> or responding online using the following information to log onto the website (www.bjs-aps.org):

- User ID: «user ID»
- Password: «password»

If you can provide any additional data, the most critical items include:

- Total population on January 1, 20XX
- Entries between January 1, 20XX and December 31, 20XX
- Exits between January 1, 20XX and December 31, 20XX
- Whether these counts reflect individuals or cases

If you have questions, please contact 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».

Sincerely,

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

The data provided by your agency for <<Prior Year>> were:

- Total population on January 1, 20XX: «Q1»
- Entries between January 1, 20XX and December 31, 20XX: «Q2»

- Exits between January 1, 20XX and December 31, 20XX: «Q3»
- Total population on December 31, 20XX: «Q4»
- Individuals or Cases: «Q5»