TO: <<DP_EMAIL>>

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_SAL» «DP_FN» «DP_LN»,

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the 20XX <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>>. You recently received a letter from <<Chief Name>>, Chief of the Corrections Statistics Unit of BJS, stating that **<<this survey was, these surveys were>> due on February 28, <<YEAR>>**. As of <<DATE>>, we have not received your completed <<survey, surveys>>. I know that you have many responsibilities, and I hope that you can find the time to respond soon.

Please use the following information to log onto the <<APS, ASPP>> website (www.bjs-aps.org) to complete your <<survey, surveys>>:

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

As a reminder, once you log in, the ASPP Data Dashboard will be available to you. in addition to data reported on adults on <<probation, parole, probation and parole>> by sex, race and ethnicity, and most serious offense, you can view 2010-20XX data reported by your agency on status of supervision.

I look forward to your assistance with this important data collection.

Sincerely,

<<Project Director Name>>
<<Contractor>> Project Director
Annual Surveys of Probation and Parole

E-mail: <<Agency Support Team Email>>
Phone: << XXX-XXX-XXXX>>
Fax: << XXX-XXX-XXXX>>