ASPP: First Data Retrieval E-mail Template

Attach the completed PDF (saved from the SMS).

Subject: Following Up on Data Quality Issues | <<USER ID>>

Dear <<DP SALUTATION>> <<DP LAST NAME>>,

I am contacting you today on behalf of the Bureau of Justice Statistics (BJS) regarding <<AGENCY NAME>>'s 20XX Annual <<Probation/Parole>> Survey that was submitted on <<SURVEY STATUS DATE>>. Specifically, the survey item(s) below were left blank or require further clarification. I would like to collect that information in order to consider the survey complete. In case it is helpful, I have attached a copy of the survey you submitted for reference.

- <<Error messages as a bulleted list. Some error messages have sub-bullets.>>

I would be happy to take this information over the phone or via e-mail. I can be reached at <<XXX-XXX-XXXX>> ext. <<extension>> or <<Agency Support Team Email>>.

Thank you for your support of BJS' statistical programs. I look forward to hearing from you.

Sincerely,

<<AST Member Name>>

<<Contractor>> Agency Support Team
Annual Surveys of Probation and Parole

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