ASPP: E-mail Noting Changes Template (DP)

Only send this e-mail to DPs when you made changes to their submitted survey data.

Attach their final survey to the e-mail.

Subject: BJS 20XX Annual <<Probation/Parole>> Survey | <<User ID>>

Dear <<DP Salutation>> <<DP Last Name>>,

Thank you for communicating with me regarding the 20XX Annual <<Probation/Parole>> Survey for <<Agency Name>>. Per your instructions on <<date>>, I made some edits to your survey responses. Most notably,

- <<List changes to survey (i.e., change a response from one non-zero number to another; change a response from DK to 0; change from BLANK to a non-zero number).>>

I attached the updated survey for your agency where you can review all of your agency's data. This e-mail is for informational purposes only and does not require a response. If you disagree with <<this change, these changes>>, or if we can provide any additional information, please contact me by phone or e-mail. I can be reached at <<XXX-XXX-XXXX>> ext. <<extension>> or <<Agency Support Team Email>>.

Sincerely,

<<AST Member First Name>> <<AST Member Last 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>>