TO: <<DP_EMAIL>>

CC: <<AH_EMAIL>>

SUBJECT: Announcing the 20XX <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>> | <<USER_ID>>

BODY OF E-MAIL:

Dear «DP_NAME»,

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>>. We are contacting you because <<AH_NAME>> has designated you as the person responsible for providing these survey data. You recently received a letter from <<Chief Name>>, Chief of the Corrections Statistics Unit of BJS, announcing the start of the 20XX collection.

As noted in that letter, we need your <<survey, surveys>> by **February 28, 20XX**. To provide your data, simply log onto the website (www.bjs-aps.org) using your username and password below. If you are unable to submit your <<survey, surveys>> online, please contact <<Contractor>>'s **Agency Support Team at << XXX-XXX-XXXX>>** or <<Agency Support Team Email>> and we will provide an alternative format.

Probation	**Username:** <<userID1>>	**Password:** <<PW1>>
Parole	**Username:** <<userID2>>	**Password:** <<PW2>>

If you have already submitted your <<survey, surveys>> online, thank you for your prompt response. We look forward to working with you on 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>>