U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«DATE»

2nd Reminder – please respond as soon as possible!

«DP_NAME»«DP_COMMA» «DP_TITLE»
«AGENCY_NAME»
«DP_ADD1»
«DP_ADD2»
«DP_CITY», «DP_STATE» «DP_ZIP»

Dear «DP_NAME»,

The 20XX <<Annual Probation Survey (APS) was, Annual Parole Survey (APS) was, Annual Surveys of Probation and Parole (ASPP) were>> fielded in January 20XX by <<Contractor>>, on behalf of the Bureau of Justice Statistics' (BJS). **<<This survey was, These surveys were>> due on February 28, <<Year>>.** As of <<DATE>>, we have not received your completed <<survey, surveys>>. Please use the following information to log onto the <<APS, ASPP>> website (www.bjs-aps.org) to complete your <<survey, surveys>> as soon as possible.

Probation	**Username:** <<UID1>>	**Password:** <<PW1>>
Parole	**Username:** <<UID2>>	**Password:** <<PW2>>

Your participation in <<this survey, these surveys>> is vital to <<its, their>> success. State and local criminal justice officials use these data to justify budgets, compare changes in populations with comparable jurisdictions, and track outcomes of those on <<probation, parole, probation and parole>>.

If you have not already, you will soon receive a call from <<Contractor>>'s Agency Support Team. They are available to assist you in submitting your data. Please work with <<Contractor>> to submit any data that you can provide, even if you cannot complete the entire survey. You can reach <<Contractor>>'s Agency Support Team at <<XXX-XXX-XXXX>> or <<Agency Support Team Email>>. You may also contact Barbara Oudekerk, the project manager at BJS, directly at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov.

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

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

PROBATION
ANNUAL SURVEY
PAROLE

Learn more about the <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>>

- Review the most recent survey reports: http://www.bjs.gov/index.cfm?ty=dcdetail&iid=271
- Look for <<Contractor>> and BJS at the summer American Probation and Parole Association conference
- Contact Barbara Oudekerk, BJS project manager, at (202) 616-3904 or Barbara.A.Oudekerk@usdoj.gov