Pre-notification Follow-up via E-mail
To be sent to all agencies who received the pre-notification letter

TO: <<AH_EMAIL>>

SUBJECT: Information Regarding the Upcoming <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>> | <<UID>>

BODY OF E-MAIL:

Dear <<AH_SAL>> <<AH_FN>> <<AH_LN>>,

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)>>. You recently received a letter from <<Chief Name>>, Chief of the Corrections Statistics Unit of BJS, introducing the 20XX collection. Your participation in this survey is voluntary but is also needed to produce complete and accurate statistics about the <<probation, parole, probation and parole>> population in the United States. In addition, the 2020 collection includes new items asking about the impact of the coronavirus (COVID19) pandemic, and will provide the first national information on how the pandemic has affected community corrections.

As noted in that letter, we will send your designated survey respondent an invitation to the 20XX collection in January. If you have not already submitted contact information for your designated survey respondent, please use the following instructions to log onto the <<APS, ASPP>> website (www.bjs-aps.org) and confirm or update the contact information for your agency:

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

If you have already provided updated information, 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>>