TO: <<DP_EMAIL>>

SUBJECT: 20XX <<Annual Probation Survey (APS), Annual Parole Survey (APS), Annual Surveys of Probation and Parole (ASPP)>> Reminder | <<UID>>

BODY OF E-MAIL:

Dear «DP_SAL» «DP_FN» «DP_LN»,

The 20XX <<Annual Probation Survey (APS) is, Annual Parole Survey (APS) is, Annual Surveys of Probation and Parole (ASPP) are>> being fielded by <<Contractor>>, on behalf of the Bureau of Justice Statistics (BJS). Please reach out to discuss options for reporting if you expect substantial delays in your ability to report.

These surveys were due on February 28, <<Year>>. As of <<DATE>>, we have not received your completed 20XX <<survey, surveys>>.

Any data your agency can provide would be helpful. Use the following information to log onto the <<APS, ASPP>> website (www.bjs-aps.org) to complete your surveys as soon as possible:

Probation	**Username:** «USERID1»	**Password:** «PW1»
Parole	**Username:** «USERID2»	**Password:** «PW2»

If you cannot complete the entire survey, it will still be useful to receive these important numbers: **Total Population on January 1, 20XX; Entries and Exits in 20XX; and Total Population on December 31, 20XX.** <<Contractor>>'s Agency Support Team (<<XXX-XXX-XXXX>> or <<Agency Support Team Email>>) is available to work with you. 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 receiving your data and thank you in advance for your assistance with this data collection.

Sincerely,

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