Attachment 13: First Reminder Email

SUBJECT: DUE SOON: 2020 National Survey of Prosecutors | «Case_ID»

[INSERT DATE]

Dear «POC_TITLE» «POC_NAME»,

The Bureau of Justice Statistics (BJS) recently emailed you an invitation to participate in the National Survey of Prosecutors. The questionnaire due date is [INSERT DUE DATE] and we hope you will be able to respond by then. If you have already completed the questionnaire, please accept my sincere thanks.

If you have not completed your questionnaire, please do so as soon as possible. BJS is conducting NSP to generate current statistics about the characteristics, policies, and responsibilities of prosecutors' offices. Your participation is critical to NSP and will represent many other agencies like yours.

Please complete the questionnaire online at [URL] using the following credentials:

USERNAME: «Case_ID» PASSWORD: «Password»

If you would prefer to complete the questionnaire on paper, you may download and print a paper version on the NSP website. If you have questions about NSP, please contact the NSP Helpdesk at RTI by phone at [INSERT RTI PHONE] or e-mail at [INSERT RTI Email]. If you have any general comments about this data collection, please contact me at [INSERT BJS Phone] or [INSERT BJS EMAIL].

We thank you in advance for your participation.

Sincerely,

George Ebo Browne
NSP Program Manager
Bureau of Justice Statistics