Attachment 18: Closeout letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

[INSERT DATE]

«CONTACT_TITLE» «CONTACT_NAME»
OR CURRENT CHIEF PROSECUTOR
«OFFICE_NAME»
«Address1» «Address2»
«City_Name», «State_Code» «Zip_Zip4»

Dear «CONTACT_TITLE» «CONTACT_NAME»,

We have made several attempts to contact you over the past few months regarding your agency's participation in the Bureau of Justice Statistics' (BJS) National Survey of Prosecutors (NSP). Your prosecutor's office is among a select group of agencies asked to participate in this data collection.

We are writing today to notify you that there are only a couple weeks remaining to complete the survey. We must receive your response by [INSERT CLOSEOUT DATE] to ensure that the study results accurately reflect the characteristics and activities of your office. BJS is conducting this survey to generate current statistics about the characteristics, policies, and responsibilities of prosecutor's offices. Your participation is important to these efforts.

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

USERNAME: «Case_ID» PASSWORD: «Password»

Alternatively, if you would prefer to complete the questionnaire and roster on paper, hard copies were provided in the reminder package mailed a few weeks ago. If you would like a new hard copy, please use the contact information below or 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 [RTI Phone] or e-mail at [RTI Email]. If you have general comments about this data collection, please contact me at [BJS Phone] or [BJS Email].

We thank you in advance for your participation.

Sincerely,

George Ebo Browne
NSP Program Manager