Attachment 17. Third Reminder UPS

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»,

«OFFICE_NAME» has been asked to participate in the Department of Justice's 2020 National Survey of Prosecutors (NSP). We have reached out to your office several times to inquire about your participation and answer any questions you might have about the NSP. To date, we have not received your completed questionnaire.

I am writing to request your response within the next few weeks as we are nearing the end of the data collection period. I know that your time is valuable, but your participation will help ensure that the NSP data accurately represent the characteristics of agencies nationwide. **<<OFFICE_NAME>> cannot be replaced.**

It is because your agency is so important to the success of the project that we have sent this letter via a priority mail service instead of standard mail delivery. Please access the questionnaire online at [URL]. Your office-specific information is:

Username: «Case_ID»
Password: «Password»

Alternatively, you can submit your data by mail using the hard copy questionnaire that can be found on our project website. **Please submit your questionnaire as soon as possible**.

NSP data will be used by prosecutor's offices, policy makers, and researchers to better understand and respond to the needs of prosecutors. The 2020 NSP has been endorsed by the National District Attorney's Association (NDAA).

If you have questions about NSP, need to change the point of contact at your agency, or need to update your contact information (including e-mail address), please contact the NSP Helpdesk via phone at [INSERT RTI PHONE] or email at [INSERT RTI EMAIL].

Thank you for your time and consideration.

Sincerely,

George Ebo Browne
NSP Program Manager