

August [DAY], 2013

[DIRECTOR OF FACILITY]  
[STREET ADDRESS 1]  
[STREET ADDRESS 2]  
[CITY, STATE, AND ZIP CODE]

Dear [DIRECTOR OF FACILITY]:

I wanted to personally thank you for allowing the Bureau of Justice Statistics (BJS) and its data collection agent RTI International to conduct a pilot study of the Survey of Prison Inmates (SPI) in your facility. Your help was important for the development of a survey that will be administered to prison inmates nationwide. With your support we were able to meet the main objectives of the pilot study. In particular, your participation and feedback were instrumental in assessing whether the targeted number of interviews could be completed in three days of data collection, testing the operational/logistical and survey sampling procedures, and determining the necessary changes to the questionnaire to reduce the length of the interview and increase data quality.

I would like to express my appreciation to [INSERT NAMES OF KEY STAFF WHO WORKED DIRECTLY WITH RTI] for their help with the pilot study. [INSERT NAMES OF KEY STAFF WHO WORKED DIRECTLY WITH RTI] facilitated our work in an efficient and friendly manner. They skillfully managed the team's movement about the facilities, directed inmates to and from interview sites, supplied needed facility-based information, and resolved unexpected issues that occurred during the course of the pretest. Please convey my thanks to [INSERT NAMES OF KEY STAFF WHO WORKED DIRECTLY WITH RTI] and any staff at the facility who assisted in this effort.

Again, I would like to express my appreciation to you for your help and thank you for your support of the SPI. Please let me know if you have any questions about the survey or feedback about the pilot study. You can contact either me via e-mail at [William.Sabol@usdoj.gov](mailto:William.Sabol@usdoj.gov) or by phone at (202) 514-1062 or the chief of BJS's Corrections Statistics Program, Daniela, at [Daniela.Golinelli@usdoj.gov](mailto:Daniela.Golinelli@usdoj.gov) or (202) 616-5164.

Sincerely,

William J. Sabol, Ph.D., Acting Director  
Bureau of Justice Statistics

cc: Daniela Golinelli, Bureau of Justice Statistics  
Chief, Corrections Statistics Program

Lauren Glaze, Bureau of Justice Statistics

Statistician and SPI Project Manager, Corrections Statistics Program