

DRAFT

(pre-due date follow-up letter)
Month XX, 2008

Dear company representative:

Recently, we sent you the Survey of Industrial Research and Development (SIRD) form RD-1, along with a request that you complete and return the survey by **Month/Day, 2008**. In order to reduce the need for costly follow-up, we encourage you to return your completed RD-1 by the due date. We have included an extra copy of the form for your convenience.

If you need assistance with the survey, please contact us at (800) 851-2014 (option 0) between the hours of 8:00 am 5:00 pm (EST) Monday through Friday.

More information about the SIRD, including a list of frequently asked questions, is available online at

<http://bhs.econ.census.gov/BHS/RD/index.html>

An **electronic reporting** option is also available to make it easier for you to report :

<http://bhs.econ.census.gov/BHS/RD/ElecRepRD.html>.

Your user ID (UID) and password are pre-printed on the enclosed survey form.

Your response to this survey is **required by law** (Title 13, U.S. Code). The same law requires us to keep your information confidential. Your reported data will be aggregated to produce summary statistics. Please be assured that no information about your company will be seen by anyone other than agency personnel sworn to protect Title 13 information. We face stiff penalties (up to 5 years in prison and a \$250,000 fine) for any unauthorized disclosure of your confidential information.

Thank you in advance for your timely response.

Sincerely,

, Chief
Division