

**DRAFT**

*(post-due date follow-up)*  
Month XX, 2008

Dear company representative:

Recently, we sent you the Survey of Industrial Research and Development (SIRD) form RD-1. Your completed report was due on **Month/Day, 2008**.

Your response to this survey is **required by law** (Title 13, U.S. Code). By the same law, your response is confidential. No information about your company will be seen by anyone other than agency personnel sworn to protect Title 13 information.

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. 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 survey forms you have already received. You may also request them by calling the number above.

Thank you for your attention to this matter.

Sincerely,

, Chief  
Division