

Dear **California** Employer:

About one month ago, our office asked you to participate in the Occupational Employment Statistics survey. So far we have not received your reply. Your participation is critical since businesses like yours are our only source of occupational information.

Occupational employment and wage information is used by employers to hire and train their workforces and to help set comparable wages. Educators and government agencies use this information to design programs that provide you with skilled workers for your industry.

To make it easy for you to provide the information, you can use the enclosed survey form, report by telephone, or by email. If possible, please provide the information within two weeks.

The information you provide will be used for statistical purposes only. We invite you to visit our website at www.xxx.xxx to view past survey results on hundreds of occupations in your community and state.

If you have questions or if we can help you complete the survey, **please contact** {name} at xxx@xxx.xxx or call us at (xxx) xxx-xxxx.

Thank you for completing this important survey. If you have already returned the questionnaire, thank you for your response.

Sincerely,

Name
LMI Director