

## ATTACHMENT D - INITIAL MAILOUT COVER LETTERS

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SA-42-L1S  
(8-2007)



**UNITED STATES DEPARTMENT OF COMMERCE**  
Economic and Statistics Administration  
**U.S. Census Bureau**  
Washington, DC 20235-0001  
OFFICE OF THE DIRECTOR

Dear Company Representative:

I am writing to ask for your help with the U.S. Census Bureau's 2007 **Annual Wholesale Trade Report** and its **Business Expenses Supplement**. Summary data from these reports give an up-to-date picture of U.S. economic activity in the wholesale trade sector, and provide the Nation's policymakers and business leaders with measures of this important economic sector.

The Census Bureau is determined to provide the most accurate and useful data possible. To achieve that standard, we need participation from all types of businesses such as yours. I appreciate that completing any report takes time and thought. For this reason, I urge you to view participation not only as a public service, but as a sensible long-term investment – an investment that returns benefits to you by laying the foundation for sound economic policies and successful business decisions.

Reporting instructions are included on the enclosed forms, and estimates are acceptable. You may report via mail, fax, or Internet. Please see the front page of each form for pertinent information concerning each of these options.

These reports are **MANDATORY** and must be returned by **the date shown in the upper left corner of each form**. Title 13, United States Code, Sections 182, 224, and 225 requires your participation. Section 9 of Title 13 requires that the Census Bureau keep these reports **strictly confidential**. Your information is used only to develop summary data that do not reveal the individual activities of your company. Under the same law, information cannot be used for taxation, regulation, or investigation.

If you have any questions or concerns about completing these reports please contact the program manager, John Miller, directly at 301-763-2758 or toll-free at 1-800-327-4389 (select option 3) weekdays between 8:30 a.m. and 4:30 p.m. EST. **THANK YOU** in advance for making the results of the 2007 Annual Wholesale Trade Report and Business Expenses Supplement comprehensive, timely, and reliable.

Sincerely,

Charles Louis Kincannon  
Director

Enclosures