

(sample letter for non-respondents)

(Date)

Dear Producer:

In (month) you were selected to participate in the monthly Agricultural Yield Survey conducted by United States Department of Agriculture's National Agricultural Statistics Service (NASS) (State) Field Office. At this time, we have not received your completed (month) questionnaire. Many changes have taken place since the survey was last conducted. In fact, many production changes will occur during the next several months.

Please complete and return your questionnaire within the next few days. You also have the option of reporting via the Internet through a secure web site. Please see the enclosed information sheet for instructions.

This survey program runs through November. Each month we will contact you around the beginning of the month either by mail or phone to collect data on acres you expect to harvest and yield for the selected crops.

We are counting on your cooperation in this effort. Your participation for the next several months is very important in providing our nation with an accurate picture of America's crop conditions and expected yields.

The information reported by you is kept strictly confidential and is used only in combination with other responses to set state and U.S. estimates. Data are never revealed about an individual's operation. Your information is protected under Title 7 of the U.S. Code.

Thank you for your support of our programs. If you have any questions or concerns, please do not hesitate to call me at 800-xxx-xxxx.

Sincerely,

(Director's Name)

Director

Enclosures