

U.S. Department of Labor

Bureau of Labor Statistics
Green Goods and Services Program
2 Massachusetts Avenue, NE, Room 4840
Washington, DC 20212



[date]

Attn: Contact_name (if missing use "Department of Accounting/Finance"):

T_name

Ot_addr1

Ot_addr2

Ot_city, Ot_state Ot_zip-Ot_zip_ext

Dear contact_name (if missing use "Department of Accounting/Finance"):

A few days from now, your firm will receive a Green Goods and Services Survey form from the Bureau of Labor Statistics (BLS). When you receive your form, we ask that you please complete it and mail it in promptly. Please complete and return the form whether or not your company is involved in **the green activities identified on the survey form**.

The questions in the survey form require information about the percentage of your firm's revenue (for non-profits, education, and government entities the question will ask for percentage of expenditures) associated with producing green goods and services. **Examples of green goods and services are developing, building, or operating a wind, solar, or other renewable energy source, facility or manufacturing energy efficient appliances.** If you do not have access to this information, please identify someone in your firm who does and forward the survey form to that person once it arrives at your worksite.

Thank you in advance for your help.

Sincerely,

Patricia M. Getz

Assistant Commissioner

Office of Industry Employment Statistics, Office of Employment and Unemployment Statistics