

Date

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

T_name

BM_addr1

BM_addr2

BM_city, BM_state BM_zip-BM_zip_ext

Dear Employer:

The Bureau of Labor Statistics (BLS) of the U.S. Department of Labor recently sent you a form to verify your business's classification in the North American Industry Classification System (NAICS).

Given the importance of classifying business enterprises accurately, we request that you complete and submit the enclosed form at your earliest convenience.

What are we asking you to do? Please help us ensure that our statistical information is accurate by completing and returning the attached form. The form should take less than fifteen minutes to complete.

What is NAICS? NAICS is used to collect, analyze, and publish statistical data related to the economy. NAICS classifies businesses based on their primary activities, and allows for a high level of comparability in business statistics among the U.S., Canada, and Mexico.

What if I have a question? If you have any questions, please contact us at NAICSHelp@bls.gov.

Your information will be kept confidential. Please see the back of this letter for the relevant legal assurances.

Please make and keep a copy of your completed form. This will help in case we have any questions about your form.

Thank you for your help.

Sincerely yours,



Richard Clayton
Chief, Division of Administrative Statistics

Office of Employment and Unemployment Statistics

Confidentiality Statement. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. This report is authorized by law 29 U.S.C.2.

Paperwork Reduction Act Statement. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely. We estimate that completing this form will take an average of 15 minutes. This estimate takes into account time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information. If you have any comments regarding this survey, including suggestions for reducing the burden, send them to the Bureau of Labor Statistics, Office of Industry Employment Statistics, Paperwork Reduction Project, 2 Massachusetts Avenue, N.E., Room 4840, Washington, DC 20212. The OMB control number for this voluntary survey is 1220-0141 and expires on February 28, 2015, Without a currently valid number BLS would not be able to conduct this survey.