



UNITED STATES INTERNATIONAL TRADE COMMISSION

WASHINGTON, DC 20436

[Barcode]
[Company name]
[Address line 1]
[Address line 2]
[City], [State] [Zip code]

[DATE]

Dear Sir or Madam:

Recently, you received a letter from the United States International Trade Commission (the Commission) requesting that your firm complete a mandatory questionnaire, which was due on [DATE]. According to our records, your firm has not yet submitted a completed questionnaire to the Commission. If your firm has already returned the questionnaire, you may disregard this letter.

As noted in our previous letter, the Commission is using a questionnaire to collect information related to a report that provides an overview of U.S. remanufactured goods industries and markets, estimates U.S. and global trade in remanufactured goods, and examines factors affecting trends in remanufactured goods trade. The report, USITC Investigation No. 332-525, *Remanufactured Goods: An Overview of the U.S. and Global Industries, Markets, and Trade*, was requested by the United States Trade Representative, pursuant to section 332(g) of the Tariff Act of 1930 (19 U.S.C. 1332(g)).

Questionnaire data used in the Commission's report will be aggregated and will not identify the individual operations or responses of any one organization. The Commission regularly handles confidential business information and has developed procedures designed to safeguard the confidentiality of questionnaire responses.

The questionnaire can be found on the Commission's website at: <http://www.usitc.gov/documents/usitc-reman.pdf>

A response to the questionnaire is mandatory and failure to do so may result in the issuance of a subpoena order to furnish the requested information. Please return the completed questionnaire to the USITC as soon as possible.

If you cannot access this website or need any other assistance, please contact:

Alan Treat
(202) 205-3426, alan.treat@usitc.gov

Jeremy Wise
(202) 205-3190, jeremy.wise@usitc.gov

Thank you in advance for your assistance with this important study.

Sincerely,

/s/

Karen Laney
Acting Director, Office of Operations