

[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 needs your help. We need to hear from businesses like yours as we measure employment involved in the production of green goods and services. **We need to hear from every company, even if your company is not involved in producing green goods or services,** to get an accurate picture of the economy.

Green goods and services are defined as those that benefit the environment or conserve natural resources. Examples are listed on the following pages.

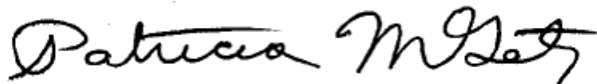
BLS recently sent a letter to your business establishment to request your participation in the Green Goods and Services Survey. We have not yet received the survey form included in that letter. Your participation is important to BLS, so we are attaching an additional form for the Green Goods and Services Survey. Please complete and return the survey **within 30 days** of receipt. If you have already returned the original form, please disregard this message.

Your business may have more than one location, and each location may be involved in a different activity. Please respond for the activities performed at the individual worksite identified in Question 1 of the survey.

If you have any questions please contact Kristin Fairman or Robert Viégas at 202-691-5185 or GGS@bls.gov.

Thank you for your participation.

Sincerely yours,



Patricia M. Getz  
Assistant Commissioner  
Office of Industry Employment 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-XXXX and expires on Month, Day Year. Without a currently valid number BLS would not be able to conduct this survey.