

[Date]

Dear Producer:

Each year, USDA's National Agricultural Statistics Service (NASS) conducts the Agricultural Resource Management Survey (ARMS) to gather information about production practices on U.S. farms and ranches. Many policy and programs that affect U.S. agricultural producers and their families are based on this information. Decision makers in federal, state and local governments all rely on the ARMS data when evaluating the farm assistance programs.

NASS is currently collecting data to determine which operations will be asked to participate in the 2012 ARMS. Your response is important. By taking a few minutes to respond, you will help ensure that [State] farms are accurately represented in the survey results.

[Insert option 1 (mail surveys) or 2 (phone surveys)]

Option (1)

**Please follow the enclosed instructions to use our secure online response system or complete and return the enclosed form by mail.** Be assured that your response will be kept completely confidential, as required by federal law.

Option (2)

**Between May and July a NASS representative will contact you by telephone to ask a few short questions.** Be assured that your response will be kept completely confidential, as required by federal law.

Thank you in advance for your response and for your support of [State] agriculture.

Sincerely,

[Director's Name]

Director, [State] Field Office  
U.S. Department of Agriculture  
National Agricultural Statistics Service

Enclosure(s)