

LARGE/COMPLEX OPERATION COVER LETTER

[Date]

Dear [Mr./Ms. LastName]:

As we discussed over the phone, I am sending you a packet of materials relating to your company and the data collection efforts of the National Agricultural Statistics Service over the next 6 months. As a large farming business in <state>, your data are extremely important to the overall statistics produced.

Please find the following materials in this packet:

- A calendar showing the data collections that your business has been selected for from now through April 2013, and
- Information about the Impact/Large Farm Program.

Please look over the materials and call me if you have any questions. I look forward to meeting with you on [Date] to discuss how we can best collect the important data items needed from your company.

Under Title 7 of the U.S. Code and CIPSEA (Public Law 107-347), facts about your operation are kept **confidential** and used only for statistical purposes. Response is **voluntary**.

Thank you for taking part in this effort to provide complete, accurate, and timely statistics. Again, if you have questions, please contact me at [Field Office phone number].

Sincerely,

[Director's Name]
Director

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0535-0248. The time required to complete this information collection is estimated to average a total of 60 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.