



Department of Energy
Washington, DC 20585

XXXX XX, XXXX

Dear Respondent:

The Energy Information Administration (EIA) is conducting the EIA-23L *Annual Survey of Domestic Oil and Gas Reserves*, for survey year 2012. The Survey is due XXXX **xx**. All information, including Forms, Instructions, and the RIGS software is available online at the following link: [<http://www.eia.gov/survey/#eia-23l>]:

The **RIGS software** is accessible online. Please download the software and follow the menu-driven instructions. If you cannot locate or download the RIGS software, email EIA [mailto:oog.survey@eia.gov] or call 1-800-879-1470 for assistance.

Questions concerning reporting requirements and the confidentiality of information are answered in the instructions.

Your data are essential for the development of high quality annual oil and gas reserves and production estimates. These estimates are vital to the analysis of major domestic energy issues. By providing your 2012 data by the deadline, XXXX,XXXX, you will help us assure the continued availability of up-to-date estimates. A Summary of the domestic oil and gas reserves estimates generated from these data are published on the EIA Website, [Summary: U.S. Crude Oil, Natural Gas, and Natural Gas Liquids Proved Reserves](#).

Thank you for your cooperation and participation in this important survey. If you have any questions or need assistance, please contact the EIA-23 Coordinator 1-800-879-1470 between 8:00 a.m. and 4:30 p.m. Eastern Time.

Sincerely,

Steven G. Grape
U.S. Energy Information Administration
Office of Oil, Gas, and Coal Supply Statistics
202-586-1868