



Department of Energy
Washington, DC 20585

XXXXXX XX, 2013

Dear Respondent:

The U.S. Energy Information Administration (EIA) is conducting the EIA-23L, *Annual Survey of Domestic Oil and Gas Reserves*, for survey year 2012. Your company has been selected as part of a representative sample of domestic crude oil and natural gas producers.

Surveys administered by the Energy Information Administration are subject to review and approval by the Office of Management and Budget (OMB) typically every 3 years. As a result of this year's review and approval, the EIA-23S survey form was suspended and the EIA-23L sample methodology was changed.

Beginning with the 2012 data year, all **surveyed respondents are required to report on the Form-23L**, which involves the submission of reserves and production information at the field level. The EIA-23S, formerly used for smaller producers, will not be used.

Only the largest of the former EIA-23S respondents are required to file the EIA-23L form for 2012. Former EIA-23S respondents that do not receive this notice do not need to file Form EIA-23L or EIA-23S. Those former EIA-23S respondents required to file Form EIA-23L are expected to experience a minimal increase in burden of, on average, seven hours per respondent. Overall, the change in survey sampling for Form EIA-23L and the suspension of Form EIA-23S will decrease total burden hours for respondents completing the survey and improve domestic oil and gas reserves statistics. If you need assistance transitioning to the EIA-23L form please call the Coordinator listed below. Your response to this survey is an important part of the Nation's oil and gas reserves statistics.

Please complete Form EIA-23L and return it to EIA by **XXXXXX XX, 2013**. Detailed submission instructions are on page 2 of Form EIA-23L Instructions. All [EIA-23L survey materials](#) are available on the EIA-23L web page. These materials include an updated RIGS data collection program and Field Code Master List (FCML).

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 of **XXXXXX XX, 2013**, you will help us assure the continued availability of up-to-date estimates. The domestic oil and gas reserves estimates generated from these data are published on the EIA website.

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

Sincerely,

James Kendell, Director
Office of Oil, Gas, and Coal Supply Statistics
U.S. Energy Information Administration