



UNITED STATES INTERNATIONAL TRADE COMMISSION

WASHINGTON, DC 20436

[Barcode]

[CRRT]

[DATE]

[Company name]

[Address line 1]

[City], [State] [Zip code]

Dear Sir or Madam:

The U.S. International Trade Commission (Commission) is preparing a report at the request of the Senate Committee on Finance (Committee). The report will provide an overview of digital trade in the United States, estimate the value of digital trade, provide insights into the linkages and contributions of digital trade to the U.S. economy, and examine the effects of notable barriers and impediments to digital trade. The Committee has requested that the Commission collect primary data through a survey of firms particularly involved in digital trade for the report.

We have identified your firm as a valuable respondent to this mandatory questionnaire. Questionnaire data used in the Commission's report will be aggregated and will not be published in a manner that will identify the individual operations or responses of any one organization. The Commission regularly handles confidential business information and has developed procedures designed to safeguard the confidentiality of questionnaire responses.

The Committee requested that the Commission prepare two reports on digital trade in a letter dated December 13, 2012 (see copy enclosed) pursuant to section 332(g) of the Tariff Act of 1930 (19 U.S.C. 1332(g)). The Commission published the first report (332-531 *Digital Trade in the U.S. and Global Economies, Part 1*) on August 15, 2013. It can be found at <http://usitc.gov/publications/332/pub4415.pdf>. The Commission instituted the second investigation, No. 332-540, *Digital Trade in the U.S. and Global Economies, Part 2*, to collect the necessary information and prepare the report. The Commission will submit the second report to the Committee by July 14, 2014, and the Committee has indicated it intends to make the report available to the public soon thereafter.

The questionnaire can be found on the Commission's website at: <http://www.usitc.gov/digitaltrade>

To complete the questionnaire, please download the Adobe form-fillable PDF of the questionnaire from the above website, open the PDF, and read the completion and submission instructions carefully.

A response to the questionnaire is mandatory and failure to do so may result in the issuance of a subpoena order to furnish the requested information. Please return the completed questionnaire by [DATE].

If you cannot access this website or need any other assistance, please contact the project leaders:

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Thank you in advance for your assistance with this important study.

Sincerely,

/s/

Robert Koopman
Director, Office of Operations