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## UNITED STATES INTERNATIONAL TRADE COMMISSION

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WASHINGTON, DC 20436

[Barcode]  
[CRRT]  
[Company name]  
[Address]  
[City], [State] [Zip code]

[DATE]

Dear Sir or Madam:

Recently, you received a letter from the United States International Trade Commission (Commission) requesting that your firm complete a mandatory questionnaire, which was due on [DATE]. According to our records, your firm has not yet submitted a completed questionnaire to the Commission. If your firm has already returned the questionnaire, you may disregard this letter.

As noted in our previous letter, the Commission is using a questionnaire to collect information related to a report on digital trade that estimates domestic and global U.S. digital trade, and examines barriers to digital trade. The report, USITC Investigation No. 332-540, *Digital Trade in the U.S. and Global Economies, Part 2*, was requested by the Senate Committee on Finance, pursuant to section 332(g) of the Tariff Act of 1930 (19 U.S.C. 1332(g)).

Questionnaire data used in the Commission's report will be aggregated and will not 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 questionnaire can be found on the Commission's website at: <http://www.usitc.gov/digitaltrade/>

**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 to the USITC as soon as possible.**

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

James Stamps  
(202) 205-4721, [james.stamps@usitc.gov](mailto:james.stamps@usitc.gov)

David Coffin  
(202) 205-2719, [david.coffin@usitc.gov](mailto:david.coffin@usitc.gov)

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

Sincerely,

/s/

Robert Koopman  
Director, Office of Operations