

Official letterhead
[Date]

Dear Cattle Producer:

Enclosed is a copy of the January 2014 Cattle Survey. This survey collects information from producers nationwide on beef and dairy cattle inventories, calf crop and cattle on feed operations. Your participation in the Cattle Survey is vital since it was last conducted a year ago due to federal budget reductions. Your response will provide a much needed current measure of U.S. cattle inventories.

Please respond to the survey in either of the following ways:

- **Online** at www.agcounts.usda.gov. You need the identification number on the enclosed form to begin. Instructions are on the back of this letter.
- **By mail or fax**. Complete the enclosed form and mail it back in the return envelope provided or fax it to (XXX) XXX-XXXX.

If we do not hear from you by [Date of Non-response calling], we will contact you to arrange a telephone or personal interview.

As required by Federal law, your responses are completely **confidential**. We safeguard the privacy of all respondents, ensuring that no individual operation or producer can be identified. We will publish the results on January 31, 2014, in the *Cattle* report available at www.nass.usda.gov.

Thank you for participating and for your support of agricultural statistics and [State] agriculture. If you have questions or concerns, please contact [Firstname Lastname] at (800) XXX-XXXX.

Sincerely,

[Director's Name]

Director

Enclosures