

Official letterhead
[Date]

Dear Sheep or Goat Producer:

Enclosed is a copy of the January 2014 Sheep and Goats Inventory Survey. This survey collects information from producers around the country on sheep and goat inventories, counts of lambs and kids born during 2013, and production and prices received for wool and mohair. The results provide information for decision-making that is not available elsewhere.

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**. Complete the enclosed form and mail it back in the return envelope provided.

If you do not respond 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 aggregate results on January 31, 2014 in the *Sheep and Goats* 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