



United States Department of Agriculture  
National Agricultural Statistics Service  
Pennsylvania Regional Field Office  
Cooperating with the Pennsylvania Department of Agriculture



(Sample Cover Letter for Crop Progress Survey for Pennsylvania)

March 1, 20XX

Once again, the Crop Progress and Condition reporting season is approaching. Every Monday morning from April until November, the Pennsylvania field office of NASS collects information about weather, crop conditions, and agricultural activities from dedicated reporters like you. On publication days, the information collected is summarized and published on the internet at four o'clock in the afternoon. If you take part in this survey, we may publish your name with noteworthy quotes from your comments. The publication is sent free of charge by e-mail or mail to the crop weather reporters as our way of saying thank you for reporting. As someone directly involved in agriculture, your information on crop progress and conditions is valuable and *greatly appreciated*.

The web based data collection site is the preferred method of crop progress reporting. The site for reporters will be set up on Fridays throughout the season at <http://cpcsweb.nass.usda.gov>. At this site, you should Select PA as your state, and then enter your user name and password (case sensitive). Your unique username and password is listed above under your name and address. To meet our publication goals, we will need your completed report by 10:00 AM on Monday mornings (Tuesday, if Monday is a federal holiday). It may be necessary for us to call you on Monday morning if we have not received your online report. The first published report will be on Monday, April 4th, which will cover the week ending Sunday, April 3rd.

Please fill out and return the enclosed form in the postage paid envelope showing us your intent to continue reporting this year. If you will not be able to report, please provide us with the name of another person involved in agriculture who is interested in reporting. For questions regarding this survey please contact [crop progress statistician] at [phone #] or, by writing to the address below, or by e-mailing us at [nass-pa@nass.usda.gov](mailto:nass-pa@nass.usda.gov).

Sincerely,

Director  
NASS-PA Regional Field Office

4050 Crums Mill Rd Suite 203 · Harrisburg, PA 17112  
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# **20XX Crop Weather Reporter**

Please complete this form and return by mail using the postage paid reply envelope, by fax to 717-782-4011, or by e-mail to [nass-pa@nass.usda.gov](mailto:nass-pa@nass.usda.gov)

Name:

Address:

E-Mail address:

Reporting for County or Counties:

Telephone Number:

Fax Number: