

Dear Form EIA-63C Respondent:

The U.S. Energy Information Administration (EIA) is conducting the Form EIA-63C, "Densified Biomass Fuel Report" Survey. It is essential for you to respond to this survey by the last day of the month following the reporting month in order for EIA to prepare accurate and timely reports. For example, data reported for the October reference month is due by November 30th so that EIA is able to aggregate the information and publish statistics during the month of December.

The data collected from the EIA-63C are used to assess fuel production, prices, and consumption in the United States and provide comprehensive, policy-neutral information to consumers, policy makers, and energy markets participants.

Response to this survey is **mandatory** and required pursuant to 15 U.S.C., Sections 764(b), 772(b) and 790(a) of the Federal Energy Administration Act of 1974. Your company's mandatory participation will continue into the future unless your company closes and/or ceases to produce and sell a densified biomass product. EIA estimates that the average reporting burden for this survey is approximately one hour per response. For Form EIA-63C, the information reported will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905. Data reported on Form EIA-63C that are publicly released and not protected are the facility's name, location, and production capacity.

Please keep a copy of your survey responses for your records. If you have any questions, or need assistance in responding to this survey, contact the survey manager at EIA-63C@eia.gov. Again, thank you for your cooperation in responding to this survey request so that EIA can provide timely and accurate information.

Sincerely,

[Contact person name, title, telephone number, email address information TBD]
U.S. Energy Information Administration