

Dear Form EIA-63C Respondent,

Your company has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-63C, “Densified Biomass Fuel Report” for the following periods _____. Your report was due to EIA by the last day of the month following the reporting month and is now considered late.

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 790a of the Federal Energy Administration Act of 1974. Your company has a mandatory obligation to report and your participation is required in 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 and thirty minutes per response.

If you are a new user, go to [insert internet link to EIA reporting portal for ERUS (TBD)] and follow the instructions to register and open an account with EIA.

If you are **no longer** the person submitting the Form EIA-63C, then please provide the following information in an email reply to EIA-63C@eia.gov :

Name of New Preparer:

New Preparer's Address:

New Preparer's Telephone #:

New Preparer's Email Address:

EIA has a legal mandate to carry out a central, comprehensive, and unified energy data and information program. All persons owning or operating facilities or business premises who are engaged in any phase of energy supply shall make available to the Administrator such information and periodic reports. By law the EIA Administrator has the authority to conduct mandatory information collections and obtain the information by issuing subpoenas, conducting physical inspections or by other means identified in 15 U.S.C. 779.

EIA needs you to report the requested information on Form EIA-63C. If you continue to refuse to file your report EIA will request further action to compel the production of all information, documents, reports, records, and accounts needed to complete the reporting requirements for your company. If you have any questions, or need assistance in responding to this survey, contact the survey manager at EIA-63C@eia.gov.

Sincerely,

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