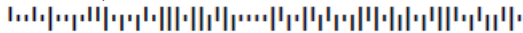


UTANA DEPARTMENT OF LABOR  
LABOR MAKRET INFORMATION  
456 FRONT STREET  
SOMECITY, UA 12345-6789  
999-999-9999



UNITED STATES DEPARTMENT OF LABOR  
Bureau of Labor Statistics  
Postal Square Building Suite 4840  
2 Massachusetts Ave., NE  
Washington, DC 20212-0001

JOHN SMITH – PAYROLL  
ABC CORPORATION  
123 INCORPORATED  
456 FRONT STREET  
SOMECITY, UA 12345-6789



Month Year

Dear Employer,

Every five years, the North American Industrial Classification System (NAICS) is updated to ensure that this system is current. Our records indicate that your business is in an industry that will be changed in the upcoming revision. Details about the specific industry change can be found on the back of this letter.

The Utana Department of Labor and the U.S. Bureau of Labor Statistics (BLS) request that you provide general business information about your firm to select a new, updated industry code. Your cooperation is essential so that we are able to produce data that are complete, accurate, and timely.

To reduce costs and save tax dollars, this survey can be completed online in 5 to 10 minutes. Please use the Web ID and Password provided below to log into our secure website: <https://idcfars.bls.gov/>

Web ID: [99123456789](#)

PASSWORD: [Ab123456](#)

This survey is authorized by 29 U.S. Code, Section 2.

The BLS-3023 is approved with O.M.B No. 1220-0032, in cooperation with the U.S. Department of Labor. The information collected by the Utana Department of Labor and BLS will be used for statistical and Unemployment Insurance program purposes and other purposes in accordance with law. Additional information about the NAICS 2017 Revision can be found in the Federal Register Notice [*number and URL when final*].

Please provide your response with **14 days**.

Sincerely,

A handwritten signature in cursive script that reads "Emily Thomas".

Emily Thomas  
U.S. Bureau of Labor Statistics



Our records indicate that your firm is currently classified in:

NAICS XXXXXX – NAICS SHORT TITLE  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT

For the upcoming revision, this NAICS definition has changed to:

NAICS XXXXXX – NAICS SHORT TITLE  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT

NAICS XXXXXX – NAICS SHORT TITLE  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT  
NAICS DEFINITION TEXT

While your business may not be engaged in all of the activities listed in one of the NAICS descriptions above, if it accurately includes your *main* business activity during the past 12 months, you can select that code.

If none of the descriptions listed above accurately include your *main* business activity during the past 12 months, you will have the opportunity to provide a new description and select the proper code.