

Month Day, Year

Name
Title
Organization Name
Address Line 1
Address Line2

Dear _____:

The Bureau of Industry and Security (BIS), Office of Technology Evaluation (OTE), is conducting a survey and assessment of the health and competitiveness of the U.S. textiles, apparel and footwear industry. The assessment, requested by the U.S. Congress, will update a similar BIS/OTE study conducted for Congress in 2003. This survey will cover topics including employment, production, supply chain, financial information, effectiveness of the Berry Amendment, and future industrial challenges. The resulting aggregate data and subsequent analysis will allow industry representatives and government policy officials to monitor trends, benchmark industry performance, and raise awareness of potential issues of concern.

Your organization has been identified as a footwear manufacturer with a facility located in the United States. Your participation is vital to ensure a comprehensive dataset for the assessment. BIS has worked in successful partnership with other U.S. industry sectors and we anticipate similar cooperation from your organization on this effort.

To begin, download the Microsoft Excel formatted survey and corresponding instructions at: <http://www.bis.doc.gov/footwearstudy>. For internal data collection purposes, a PDF version of the survey can also be downloaded at this website. BIS will only accept Excel survey submissions.

All information submitted to BIS is protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or disclosed, other than in aggregate form. At no time will such reporting identify your specific organization. Such information is also protected from disclosure from Freedom of Information Act (FOIA) requests. **Also note that your company is required by federal law (50 U.S.C. App. Sec. 2155) to complete the survey within 30 days of receipt of this letter.**

If you have any questions regarding the survey, e-mail footwear@bis.doc.gov or contact BIS staff: Stamen Borisson at (202) 482-3893, Weston Dravenstadt at (202) 482-4727, or Elizabeth Oakes at (202) 482-4615. E-mail is the preferred method of contact and will allow for a detailed response to your organization's questions and queries. Please contact me at (202) 482-4060 if you have any questions regarding the overall U.S. Textiles, Apparel and Footwear Industry assessment.

Thank you for your cooperation. We look forward to working with you.

Sincerely,

Brad Botwin
Director, Industrial Studies
Office of Technology Evaluation