



United States Department of Agriculture
National Agricultural Statistics Service
[Your] Field Office



[Date]

Dear [Producer/Growers/Operator/Other title]:

Enclosed is your [Year] [Survey Title] Survey. Please complete the questionnaire at your earliest convenience. Your information is important. It will help [assess supply and demand, develop production and marketing strategies, and estimate farm and national income – **add a brief description of benefits appropriate to the survey**].

Please respond in one of the following ways:

- **Online** at www.agcounts.usda.gov beginning on [date]. **Online reporting is fast, cost-effective, and secure.** All you need is the 17-digit survey code on the enclosed form to begin.
- **By mail or fax.** Complete the survey questionnaire and mail it back in the return envelope provided or fax it to **(XXX) XXX-XXXX**.

If we do not hear from you by [Date of Non-response calling], we [may/will- only use will if you know for certain the respondent will be called] contact you to arrange a telephone or personal interview.

The results of this survey will be available in aggregate form only, ensuring that no individual operation or producer can be identified, as required by federal law. NASS will publish the survey results on [Date], in the [Publication name] report available at www.nass.usda.gov/Publications.

Thank you for participating and for your support of agricultural statistics and [U.S./State] agriculture. If you have questions or concerns, please contact [Firstname Lastname] at (XXX) XXX-XXXX.

Sincerely,

[Name]
[State Statistician/Director/Title]

Enclosures

Mailing Address · City, State Zip
(000) 111-1111 · (000) 111-1111 FAX · www.nass.usda.gov

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