

BUREAU OF LABOR STATISTICS  
QUARTERLY CENSUS OF EMPLOYMENT AND WAGES  
QUICK BUSINESS SURVEY  
2 MASSACHUSETTS AVE. NE, SUITE 4860  
WASHINGTON, DC 20212



UNITED STATES DEPARTMENT OF LABOR  
Bureau of Labor Statistics  
Washington, DC 20212-0001

ABC CORPORATION  
ABC COPR  
123 MAIN STREET  
ANYTOWN OH 12345-1111

Month Year

Dear Employer,

The U.S. Bureau of Labor Statistics (BLS) needs your help to collect new information on the U.S. economy. We request that you help us by completing a short online survey. The information you provide will assist us in understanding the types of business information available from employers, and in developing new products from this information that are relevant to both the general public and to policy makers.

Please use the Web ID and password provided below to login to our secure website:  
<https://idcfqbs.bls.gov/>

**WEB ID: 991234567890**

**PASSWORD: Aa123456**

The BLS Quick Business Survey (QBS) is authorized by 29 U.S. Code, Section 2. The U.S. Office of Management and Budget (OMB) has approved the questionnaire and has assigned 1220-xxxx as the study's control number. This control number expires on **Month, Day, Year**. Without OMB approval and this number, we would not be able to conduct this survey.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Please provide your response within **14 days**. Your voluntary participation is requested to help BLS understand what types of information are available from employers like you. Information regarding this new survey is available at: [www.bls.gov/respondents/ars/qbs.htm](http://www.bls.gov/respondents/ars/qbs.htm) Thank you for your cooperation and participation.

Sincerely,

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

Emily Thomas  
U.S. Bureau of Labor Statistics

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SECOND NOTICE

Month Year

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Emily Thomas  
U.S. Bureau of Labor Statistics



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FINAL NOTICE

Month Year

Dear Employer,

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Emily Thomas  
U.S. Bureau of Labor Statistics