



## Department of Energy

Washington, DC 20585

<Month Day, Year>

<Mr./Ms. Respondent Name>

<Account Name>

<Address Line 1>

<City>, <State> <Zip Code>

Dear <Mr./Ms. Respondent Name>,

<Account Name> has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-914 *Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report* for the following periods: <Missing Campaign(s) Month & Year>. Your reports were due to EIA by the 40<sup>th</sup> day following the reporting month and are now considered late.

The data collected on Form EIA-914 are used to assess crude oil and lease condensate, and natural gas production in the United States. These data facilitate the provision of comprehensive, policy-neutral information to consumers, policy makers, and participants of energy markets. EIA estimates that the average reporting burden for this survey is 4.0 hours per response.

We have attempted to contact <Account Name> staff by email and telephone numerous times since <Month & Year when outreach started> to resolve these issues, but without success. Our primary contact at the <Account Name> is <Mr./Ms. Respondent Name>.

Please report for these missing months on Form EIA-914 no later than <Due Date>. If you continue to refuse to file your report, EIA will take 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 are **no longer** the person submitting Form EIA-914, then please provide the following information in an email reply to [eia4usa@eia.gov](mailto:eia4usa@eia.gov):

Name of New Preparer:

New Preparer's Address:

New Preparer's Telephone #:

New Preparer's Email Address:

The timely and accurate submission of Form EIA-914 is **mandatory** under Title 15 U.S.C §772b. The information you provide will be kept confidential in accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 and will be used for statistical purposes only.

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 EIA 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. §772e.

Your assistance in promptly resolving these issues is greatly appreciated. If you have questions, you can contact [eia4usa@eia.gov](mailto:eia4usa@eia.gov), or 855-EIA-4USA (855-342-4872).

Sincerely,

Debra Coaxum  
Director, Office of Oil, Gas, & Coal Supply Statistics  
U.S. Energy Information Administration  
U.S. Department of Energy

cc: <CEO/Owner/President/General Counsel>