

<Month Day, Year>

MEMORANDUM

FROM: Debra Coaxum, Director, Office of Oil, Gas & Coal Supply Statistics

TO: <Respondent Name>

SUBJECT: DATA FOR THE U.S. ENERGY INFORMATION ADMINISTRATION
MONTHLY CRUDE OIL AND LEASE CONDENSATE, AND NATURAL GAS
PRODUCTION SURVEY (EIA-914) ARE **LATE**

REFERENCE: OMB NO. 1905-0205 (Expiration Date: 11/30/2020)

The Monthly Crude Oil and Lease Condensate, and Natural Gas Production Survey (EIA-914) for the <Campaign Month> <Campaign Year> reporting period was due on <Campaign Due Date>.

This data collection is mandatory and in accordance with 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.

Please log into the U.S. Energy Information Administration EIA Data xChange Community Portal to access the campaign and submit your data. The campaign can be accessed from your Data xChange Community Portal Home or Campaign tab. If you need information on how to submit your data, select the "Knowledge" tab and type in "914" and you will find Information Session materials that include a YouTube Video, a PowerPoint presentation and Frequently Asked Questions.

If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Center via e-mail at EIA4USA@eia.gov, or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.