

<Month Day, Year>

MEMORANDUM

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

TO: <Respondent Name>

SUBJECT: <Campaign Month> CAMPAIGN REMINDER FOR THE U.S. ENERGY INFORMATION ADMINISTRATION MONTHLY CRUDE OIL AND LEASE CONDENSATE, AND NATURAL GAS PRODUCTION SURVEY (EIA-914)

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

This is a reminder that the <Campaign Month> <Campaign Year> data submission is due in less than a week, on <Campaign Due Date>. This collection is mandatory and in accordance with 15 U.S.C §772b. EIA estimates that the average reporting burden for this survey is 4.0 hours per response. Your company's participation is required unless otherwise notified by EIA. 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. Form EIA-914 data is used by EIA to estimate U.S. crude oil and lease condensate, and natural gas production.

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.

Thank you in advance for your time and effort in diligently completing this form. We appreciate your timely report of <Campaign Month> <Campaign Year> data by <Campaign Due Date>.