



**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>,

Your company has been selected by the U.S. Energy Information Administration (EIA) as a respondent for Form EIA-914 *Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report*. Form EIA-914 collects data on crude oil and natural gas production by operators in the United States, which is used by EIA to estimate U.S. crude oil and lease condensate, and natural gas production. A summary of the data will appear in a wide range of EIA publications.

This mandatory data collection is 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.

Based on information gathered by EIA, you have been identified as the initial point of contact for providing information needed to complete Form EIA-914. If you are the appropriate contact, please confirm by emailing us at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov). If you are not the appropriate contact, please forward the appropriate person's contact information to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) and we will contact them directly.

Respondents to the *Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report* submit data to EIA via the EIA Data xChange Community Portal. The Community Portal is a simple, user friendly, on-line resource that provides essential data management services supporting energy data collections, proprietary energy data transfer, and customized energy reporting.

Please watch your email over the next few days for a message that will contain your EIA username and temporary password to the Community Portal. Once you have updated your password and are able to access the Community Portal, click the "Knowledge" tab for additional information on Form EIA-914 and instructions on how to use the EIA Data xChange Community Portal to submit data.

If you have any questions, please contact us directly at [EIA4USA@eia.gov](mailto: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 cooperation in making the EIA-914 *Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report* a success.

Debra Coaxum  
Director, Office of Survey Support and Application Management  
U. S. Energy Information Administration  
[EIA4USA@eia.gov](mailto:EIA4USA@eia.gov)  
1-855-EIA-4USA (1-855-342-4872)