



United States Department of Agriculture  
National Agricultural Statistics Service



[Date]

Dear Mr./Ms. [Lastname],

Enclosed is a copy of the Monthly Report of Dairy Products survey. This survey collects information for the previous month for frozen dairy products and mixes, various cheeses, whey, dry milk, and other dairy products. Your cooperation is very important in order to accurately estimate the production, stocks and shipments of manufactured dairy products.

For those facilities storing human grade nonfat dry milk or dry whey, response to this inquiry is mandatory under Public Law No.106-532.

You have the following ways to respond:

- **Online** at [www.agcounts.usda.gov](http://www.agcounts.usda.gov). This method is fast, easy and secure. Follow the instructions on the back of this letter for this easy option.
- **By mail or fax**. Complete the enclosed questionnaire and mail it back in the return envelope provided or fax it to (XXX) XXX-XXXX.

If we do not hear from you by [Date of Non-response calling], we will contact you to arrange a telephone or personal interview.

As required by Federal law, your responses are completely confidential. We safeguard the privacy of all respondents, ensuring that no individual operation or producer can be identified.

Thank you for participating in the survey and for your support of our programs and [State] agriculture. If you have any questions or concerns, please do not hesitate to contact [Firstname Lastname] at (800) XXX-XXXX.

The results of this survey will be available in our monthly *Milk Production* report.

Sincerely,

[Director's Name]

Director

Enclosures