



## Department of Energy

Washington, DC 20585

<CURRENT MMDDYYYY>

<Mr./Ms. Respondent Name>

<Account Name>

<Address Line 1>

<City>, <State> <Zip Code>

Dear <Mr./Ms. Respondent Name>,

This is a reminder that the <Quarter & Year> reporting period for the EIA-111 closes **in one week**, on <Due Date>. This data collection is mandatory under 15 U.S.C. §772. The terms and conditions of an electricity Export Authorization and Presidential Permit for the construction, operation, maintenance, and connection of an international electric transmission facility issued by DOE also require the holder of such an authorization or permit to submit the information and data necessary to complete Form EIA-111 in a timely and accurate manner.

Submit form EIA-111 no later than 30 days after the end of the reporting quarter. The reporting quarters are as follows: First Quarter, January 1-March 31; Second Quarter, April 1-June 30; Third Quarter, July 1-September 30; Fourth Quarter, October 1-December 31.

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 "111" and you will find Information Session materials that include a YouTube Video, a Power Point presentation and Frequently Asked Questions.

Thank you for your time and effort in diligently completing this form. We appreciate your timely submission of <Quarter & Year> data by <Due Date>.

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](mailto:EIA4USA@eia.gov), or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.

Sincerely,

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

U.S. Energy Information Administration  
U.S. Department of Energy