



**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>,

<Account Name> has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-111, "Quarterly Electricity Imports and Exports Report" for the following quarter: <Missing Quarter & Year>. Your reports were due to EIA by <Due Date>.

We have attempted to contact <Account Name> staff by email and telephone numerous times since <Month & Year when outreach started> to resolve these issues, but without success. Our primary contact at the <Account Name> is <Mr./Ms. Respondent Name>;

Please report for these missing months on Form EIA-111 no later than <Due Date>. If you continue to refuse to file your report, EIA will request further action to compel the production of all information, documents, reports, records, and accounts needed to complete the reporting requirements for your company.

If you are **no longer** the person submitting the Form EIA-111, then please provide the following information in an email reply to [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov):

Name of New Preparer:

New Preparer's Address:

New Preparer's Telephone #:

New Preparer's Email Address:

The timely and accurate submission of Form EIA-111 is **mandatory** under 15 U.S.C. §772(b). The information you provide will be considered public information and may be publicly released in identifiable form.

EIA has a legal mandate to carry out a central, comprehensive, and unified energy data and information program. All persons owning or operating facilities or business premises who are engaged in any phase of energy supply shall make available to the EIA Administrator such information and periodic reports. By law the EIA Administrator has the authority to conduct mandatory information collections and obtain the information by issuing subpoenas, conducting physical inspections or by other means identified in 15 U.S.C. §772 et seq.

EIA estimates that the average reporting burden for this survey is one hour and thirty minutes per quarter, per respondent. Your company's mandatory participation will continue into the future until further notification. 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 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.

The data collected from the EIA-111 measure the flow of electricity into and out of the United States from Canada and Mexico as required by 10 CFR 205.308 and 205.325.

Your assistance in promptly resolving these issues would be greatly appreciated. If you have questions, you can contact [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov), or 855-EIA-4USA (855-342-4872).

Sincerely,

Debra Coaxum  
Director, Office of Oil, Gas, & Coal Supply Statistics  
U.S. Energy Information Administration  
U.S. Department of Energy

cc: <CEO/Owner/President/General Counsel>