



**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>,

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your company has been selected by EIA as a respondent to Form EIA-63C, the “Densified Biomass Fuel Report”.

Form EIA-63C estimates the densified biomass fuel consumption in the United States, as well as production, sales, and inventory at state, regional, and national levels as required by 10 CFR 205.308 and 205.325.

This is a mandatory information collection under 15 U.S.C. §772 et seq. Form EIA-63C estimates the densified biomass fuel consumption in the United States, as well as production, sales, and inventory at state, regional, and national levels as required by 10 CFR 205.308 and 205.325. EIA estimates that the average reporting burden for this survey is 1.4 hours. Your company’s mandatory participation will continue into the future until further notification.

The respondents to the “Densified Biomass Fuel Report” submit data to EIA via the EIA Data xChange Community Portal. The Community Portal is a simple, easy to use, on-line resource that provides essential data management services supporting energy data collections, proprietary energy data transfer, customized energy reporting and much more.

Based on information gathered by EIA, you have been identified as the initial point of contact for providing information needed to complete Form EIA-63C survey. 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.

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, see the **Knowledge** tab for additional information on the EIA-63C 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.

We are very excited to provide you with a new and innovative way of submitting and receiving data from the U.S. Energy Information Administration. Thank you for supporting EIA's data collection activities.

Sincerely,

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