



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 <Campaign Month & Year> reporting period for the EIA-63C closes **in one week**, on <Due Date>. This data collection is mandatory 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.

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 "63C" 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 <Campaign Month & 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, 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