



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-63C, "Densified Biomass Fuel Report" campaigns for the following month: <Missing Campaign(s) Month & 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-63C 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-63C, then please provide the following information in an email reply to 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-63C is **mandatory** under 15 U.S.C §772(b). The information you provide will be kept strictly confidential and will be used for statistical purposes only. All the information the DOE's statistical agency, the U.S. Energy Information Administration (EIA), collects for this survey about your company is confidential.

Information reported for the following three data elements: Part 1. Name of Facility; Question 1.2. Physical Location of Facility, and Question 2.2. Maximum Annual Production Capacity are considered public information and may be publicly released in company identifiable form. All other information reported on this survey will be protected and not disclosed to the public to the extent that it satisfies the criteria for

exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the Department of Energy (DOE) regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

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.

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.

The data collected from the 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.

Your assistance in promptly resolving these issues would be greatly appreciated. If you have questions, you can contact 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>