

Dear <CONTACT>:

This is a reminder that your company's U.S. Energy Information Administration (EIA) Annual Report of Domestic Oil and Gas Reserves for 20XX (Form EIA-23L) is due by [insert date].

EIA ID Number: <ID>

Company Name: <NAME1>

You have been selected to report on Form EIA-23L. Your response to this form is mandatory. This survey collects information on U.S. crude oil and natural gas reserves. Form EIA-23L, detailed instructions, and FAQs are available on the [EIA website](#). Data collected from Form EIA-23L provides national and regional data on proved reserves of crude oil, natural gas, and natural gas liquids for the United States. EIA estimates that the average reporting burden for this survey is 45 hours per response.

Please complete and submit the report by April 15 using one of the following options:

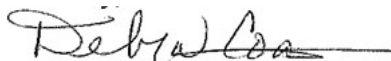
- E-file using [RIGS](#)
- [Secure File Transfer](#) (emailed forms are no longer accepted)
- Fax to 202-586-1076

If you have any questions, please contact EIA at 1-800-879-1470 or OOG.Surveys@eia.gov. A timely response from your company is mandatory, and we are here to assist you.

Your responses to 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 DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Thank you for your cooperation.

Sincerely,



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