

Dear <CONTACT>:

This letter is to inform you that the Energy Information Administration (EIA) has not received Form EIA-64A, "Annual Report of the Origin of Natural Gas Liquids Production" from you for Report Year 20XX. The Form EIA-64A was due on April xx, 20XX. According to our records, as of today, we have not received your survey form(s), and you are the contact person responsible for submitting information for the company/plant(s) listed below:

Control ID: Company: Plant
<DUPLICATE_ID_NAME1_NAME2>

Should our records be incorrect and your company has already filed, please accept our apologies and send another copy of the completed report. EIA is required by law to obtain this plant information and other data. You also have a mandatory legal obligation to provide the data. You may access Form EIA-64A and Instructions from our Website at: <http://www.eia.gov/survey/#eia-64a>.

The timely submission of Form EIA-64A by those required to report is mandatory under 15 USC 772(b), as amended. Failure to respond may result in a civil penalty of not more than \$10,633 each day for each violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

Please complete the Form EIA-64A for each plant(s) listed above and submit it by May xx, 20XX. Your company is required to file for the plant(s) specified above and for any other operations that may meet the filing requirements outlined in the instructions. The form may be submitted by email to OOG.SURVEYS@eia.gov or faxed to (202) 586-1076.

If you need any assistance, contact the EIA-64A Coordinator at 1-800-879-1470 between 8:30 a.m. and 4:30 p.m. Eastern Standard Time.

Sincerely,

Steve Grape
Survey Manager, Office of Oil, Gas & Coal Supply Statistics
Office of Energy Statistics
U.S. Energy Information Administration