

2 Massachusetts Ave NE
Washington, DC 20212



U.S. Department of Labor
Bureau of Labor Statistics

<date>

<contact>

<company>

<addr1>, <addr2>

<city>, <state> <zip>

Dear <Contact Name>,

For more than a hundred years, the U.S. Department of Labor's Bureau of Labor Statistics has been tracking the U.S. economy by working with employers like you to produce the monthly 'Jobs Report.'

Soon, a representative of the Bureau of Labor Statistics' Kansas City office will be calling to ask for some simple information about your company. Your cooperation is vital to our efforts to continue to produce crucial statistics about the nation's economy.

For more information, please visit: www.bls.gov/respondents.

Thank you.

Sincerely,

<signature>

<bls_official>

Data Collection Center Manager
Bureau of Labor Statistics

(800)XXX-XXXX