

Dear EIA Respondent,

This is a reminder that for the upcoming weeks that include Christmas and New Year's, your company's EIA Weekly Petroleum survey(s) are still due on Monday by 5:00 p.m. Eastern Time.

Please ensure that your reports, as usual, *cover the seven day period* ending Friday at 7:00 a.m. If you plan to be out during the holidays, please make whatever arrangements are necessary to ensure that your company's data is submitted by the Monday 5:00 p.m. reporting deadline, or your company will be considered a non-respondent.

If you anticipate being unable to submit your company's report by Monday's reporting deadline, please contact OOG.Surveys@eia.gov.

We appreciate and value your company's continued participation in EIA's important weekly petroleum survey program, and wish you a happy and safe holiday season.

Respectfully,

Weekly Petroleum Status Report Team
Office of Petroleum and Biofuels Statistics
U.S. Energy Information Administration