

(Sample respondent letter for Ag Yield)

1[Date]

Dear producer:

Enclosed please find the 20XX Agricultural Yield Survey questionnaire, which we hope you will take the time to complete in the next few days.

The information you and others provide is important. This survey will provide continual information regarding yields throughout the growing season and relay any changes related to the current growing conditions. Producers, processors, buyers, commodity markets, state and federal agencies, and others use the data to understand the market, make plans, and conduct research. Survey findings will be published May through November 20XX, in the monthly *Crop Production* report. Final yield and production is published in the *Annual Crop Production* report in January 20XX.

Please respond to the attached survey, which asks you for information on crop yields. Your participation is important. Because we want to make it as easy as possible for you to participate, we offer you the following options to respond:

- **Online** at <http://www.agcounts.usda.gov>. This method is fast, easy and secure. You will need the 17-digit response code found on the survey mailing label to begin; then follow the instructions on the back of this letter.
- **By mail or fax.** Complete the survey questionnaire and return it in the envelope provided or fax it to [(XXX)-XXX-XXXX].

If we do not hear from you by [Date of Non-response calling], we will contact you to arrange a telephone or personal interview. Please be assured that your responses are completely confidential, as required by Federal law. The National Agricultural Statistics Service safeguards the privacy of all respondents, ensuring that no individual operation or producer can be identified.

Thank you for participating in the survey and for your support of our programs and [State] agriculture. If you have any questions or concerns, please do not hesitate to contact [Firstname Lastname] at (800) XXX-XXXX.

Sincerely,

[Director's Name]

Director

Enclosures