



United States Department of Agriculture  
National Agricultural Statistics Service  
[Your] Field Office



[Date]

Dear Mr. /Ms. [Last Name]:

Enclosed is your 20XX June Agricultural Survey questionnaire. Acreage and stocks data collected from the survey will provide the first indication of production and supply levels for 20XX and stocks on hand as of June 1. Producers, processors, buyers, commodity markets, state and federal agencies, and others use the data to understand the market, plan ahead and conduct research.

Please respond to the survey in either of the following ways:

- Online – Secure online reporting is the easiest, fastest, and safest way to complete the survey. Go to [www.agcounts.usda.gov](http://www.agcounts.usda.gov), read the message; then click the arrow to complete the survey. Enter your unique 17-digit Survey Code from the label on the letter or questionnaire you received in the mail, then click “Continue.”
- By mail or fax – Fill out the survey questionnaire and return it in the envelope provided or fax it to (XXX)-XXX-XXXX.

If you do not respond by [Date of Non-response calling], a representative from our office may contact you to arrange a telephone or in-person interview.

The National Agricultural Statistics Service safeguards the privacy of all respondents. The results of this survey will be available in aggregate form only, ensuring that no individual operation or producer can be identified. We will publish the survey findings in the annual *Acreage* report and the quarterly *Grain Stocks* report, both to be released June XX, 20XX, available at <http://www.nass.usda.gov/Publications>.

Thank you for participating and for your support of agricultural statistics and [State] agriculture. If you have questions or concerns, please contact [First name Last name] at (800) XXX-XXXX.

Sincerely,

[Director's Name]

Director, [Regional] Field Office  
U.S. Department of Agriculture  
National Agricultural Statistics Service

Enclosures

Mailing Address · City, State Zip  
(000) 111-1111 · (000) 111-1111 FAX · [www.nass.usda.gov](http://www.nass.usda.gov)

USDA is an equal opportunity provider and employer.