

Dear <CONTACT>:

The U.S. Energy Information Administration (EIA) has not received your company's Annual Report of Domestic Oil and Gas Reserves for 20XX (Form EIA-23L). **A response from your company is mandatory under federal law and was due on [insert date].**

This survey collects information on U.S. crude oil and natural gas reserves. Data collected from Form EIA-23L provides national and regional data on proved reserves of crude oil, natural gas, and natural gas liquids for the United States. EIA estimates that the average reporting burden for this survey is 45 hours per response.

Your responses to this survey will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

EIA ID Number: <ID>

Company Name: <NAME1>

Form EIA-23L, detailed instructions, and FAQs are available on the [EIA website](#).

Please complete and submit the report as soon as possible using one of the following methods

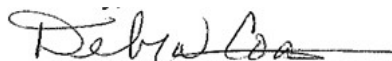
- E-file using [RIGS](#)
- [Secure File Transfer](#) (emailed forms are no longer accepted)
- Fax to 202-586-1076

If you have questions about how to complete or submit the form, please contact EIA at 1-800-879-1470 or [OOG.Surveys@eia.gov](mailto:OOG.Surveys@eia.gov).

The timely submission of Form EIA-23L 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.

Thank you for your cooperation and participation in this important survey.

Sincerely,



Debra Coaxum  
Director, Office of Oil, Gas, and Coal Supply Statistics  
U.S. Energy Information Administration

