

Dear <CONTACT>:

This is a reminder that your U. S. Energy Information Administration (EIA) Form EIA-64A, "Annual Report of the Origin of Natural Gas Liquids Production," for Report Year 20XX is due by April xx, 20XX. Your response to this survey is mandatory. All operators of natural gas processing plants are required to respond to this survey. The data from this survey are protected and used to estimate regional and national volumes of natural gas liquids and dry natural gas proved reserves and production. The burden for filing Form EIA-64A is 4 hours.

If you have already submitted your form for Report Year 20XX, please disregard this message with our thanks for your submission.

According to our records, you are the contact person responsible for submitting information for operations in the following company/plant(s) list:

Control ID	Company Name:	Plant Name
<DUPLICATE_ID_NAME1_NAME2>		

A copy of the EIA-64A form and instructions may be found at: <http://www.eia.gov/survey/#eia-64a>.

Please use one of the following options to submit your completed survey form: secure file transfer (<https://signon.eia.doe.gov/upload/noticeoog.jsp>), fax (202-586-1076), or mail. Submission details can be found in the instructions or on the survey form.

If you have any questions, please call the EIA-64A Coordinator at 1-800-879-1470 between 8:00 a.m. and 4:30 p.m. EST.

Thank you for your cooperation.

Sincerely,

Steve Grape
Survey Manager, Office of Oil, Gas & Coal Supply Statistics
Office of Energy Statistics
U.S. Energy Information Administration