

**U.S. DEPARTMENT OF  
LABOR**

BUREAU OF LABOR STATISTICS  
Postal Square Building – Suite 4160  
Two Massachusetts Avenue, NE  
Washington, District of Columbia 20212-  
0001



Month Day, Year

Mr./Ms. Respondent Full Name Here

Title

Company

Address

City, State Spelled-Out Zip (2 spaces between State and Zip)

Dear Insert Mr./Ms. Respondent Last Name Here:

Timely and accurate labor market information is vital in today's economy. For over a century, both business and government decision makers have relied on the U.S. Department of Labor (DOL), Bureau of Labor Statistics (BLS), as an objective and comprehensive source of data concerning labor market trends.

I am writing on behalf of the BLS to request your participation in the Occupational Requirements Survey (ORS). The ORS provides job-related information regarding physical demands; environmental conditions; education, training, and experience; as well as cognitive and mental requirements for jobs in the U.S. economy.

In addition to providing accurate estimates of job requirements in the national economy, the Social Security Administration (SSA) plans to use this data in their disability determination process. For further details regarding ORS and your role as a survey respondent, please visit BLS's ORS Home Page: <https://www.bls.gov/ors/>.

The quality of data produced by the BLS is a direct reflection of the quality of information and cooperation received from employers like yourself. Without your help, BLS would not be able to provide accurate and representative estimates of job requirements in the national economy.

Mr./Ms. FE First and Last Name, a BLS economist, will contact you in the near future to coordinate the collection of occupational requirements for a limited number of selected positions at your establishment. I sincerely appreciate your assistance with this effort. If you have any questions, please feel free to call Mr./Ms. FE Last Name at XXX-XXX-XXXX.

Sincerely,

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Cybersecurity Enhancement Act of 2015, Federal Information systems are protected from malicious activities through cybersecurity screening of transmitted data.



HILERY Z. SIMPSON  
Assistant Commissioner  
for Compensation Levels & Trends

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