



Department of Energy
Washington, DC 20585

<Current MMDDYYYY>

<Mr./Ms. Respondent Name>

<Account Name>

<Address Line 1>

<City>, <State> <Zip Code>

Reference: OMB NO. 1905-0205 (Expiration Date: 12/31/2023)

Dear <Mr./Ms. Respondent Name>,

<Account Name> has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-914, "Monthly Crude Oil and Leas Condensate, and Natural Gas Production Report" for the following periods: <Missing Survey Report Cycle Time Frame (i.e. June 2017, January – February 2018, etc.)>. Your reports were due to EIA by <Due Date>.

We have attempted to contact <Account Name> staff by email and telephone numerous times since <Month & Year when outreach started> to resolve these issues, but without success. Our primary contact at <Account Name> is <Mr./Ms. Respondent Name>.

Please report for the missing month(s) on Form EIA-914 no later than <Due Date>. If you continue to refuse to file your report, EIA will request further action to compel the production of all information, documents, reports, records, and accounts needed to complete the reporting requirements for your company.

If you are **no longer** the person submitting the Form EIA-914, then please provide the following information in an email reply to EIA4USA@eia.gov:

Name of New Preparer:

New Preparer's Address:

New Preparer's Telephone #:

New Preparer's Email Address:

The timely and accurate submission of Form EIA-914 is **mandatory** under 15 U.S.C. §772(b). The information you provide will be kept strictly confidential and will be used for statistical purposes only. All the information the DOE's statistical agency, the U.S. Energy Information Administration (EIA), collects for this survey about your company is confidential. In accordance with the Confidential Information Protection provisions of Title 5, Subtitle A, Public Law 107- 347, and the Privacy Act of 1974, your responses will NOT be disclosed in identifiable form without your consent to anyone other than employees or agents of DOE. By law, every DOE/EIA employee, every DOE/EIA contractor employee, and any agent is subject to a jail term, fine or both if he or she

makes public any information that could identify your company.

EIA has a legal mandate to carry out a central, comprehensive, and unified energy data and information program. All persons owning or operating facilities or business premises who are engaged in any phase of energy supply shall make available to the EIA Administrator such information and periodic reports. By law the EIA Administrator has the authority to conduct mandatory information collections and obtain the information by issuing subpoenas, conducting physical inspections or by other means identified in 15 U.S.C. 779.

The data collected from the EIA-914 are used to assess crude oil and natural gas production in the United States and provide comprehensive, policy-neutral information to consumers, policy makers, and energy markets participants.

Your assistance in promptly resolving these issues would be greatly appreciated. If you have questions, you can contact eia4usa@eia.gov, or 855-EIA-4USA (855-342-4872).

Sincerely,

Debra Coaxum
Director, Office of Survey Operations
U.S. Energy Information Administration
U.S. Department of Energy

cc: <CEO/Owner/President/General Counsel>