



**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>,

The Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (EIA-914) for the <Survey Cycle Month> <Survey Cycle Year> reporting period **was due on <Due Date>**. Timely response to this survey is mandatory under the 15 U.S.C. §772(b).

Please log into the U.S. Energy Information Administration (EIA) [Survey Community Portal](#) to access the survey and submit your data. The survey by can be accessed from the Data xChange Community Portal **Home** or **Surveys** tab. For instructions on how to submit your data, select the **Knowledge** tab and type in "914" to find Information Session materials that include YouTube Videos, Power Point presentations and Frequently Asked Questions.

**NOTE:** These data are confidential and protected by the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) (Pub. L. 107-347).

If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team via e-mail at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov), or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.

Sincerely,

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