



Department of Energy

Washington, DC 20585

<Current MMDDYYYY>

<Mr./Ms. Respondent Name>

<Account Name>

<Address Line 1>

<Address Line 2>

<City>, <State> <Zip Code>

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

Dear <Mr./Ms. Respondent Name>,

This is a reminder that the data submission for the Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (EIA-914) <Survey Cycle Month> <Survey Cycle Year> is **due in less than one week**, on <Due Date>. These data are collected pursuant to the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275, and response to this survey is mandatory under the FEA Act.

We appreciate your timely submission of <Survey Cycle Month> data by <Due Date>.

Please log into the U.S. Energy Information Administration (EIA) [Survey Community Portal](#) to access the survey and submit your data. The survey can be accessed from the Survey 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 a YouTube Video, a Power Point presentation and Frequently Asked Questions.

If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Center via e-mail at 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