



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>,

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your company has been selected by the EIA as a respondent to the Form EIA-914, "Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report". These data are collected pursuant to 15 U.S.C. §772(b) and response to this survey is mandatory under the FEA Act.

Form EIA-914 estimates the crude oil and natural gas production in the United States at state, regional, and national levels as required by 10 CFR 205.308 and 205.325.

The respondents to the "Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report" submit data to EIA via the EIA [Survey Community Portal](#). The Community Portal is a simple, easy to use, on-line resource that provides essential data management services supporting energy data collections, proprietary energy data transfer, customized energy reporting and much more.

Based on information gathered by EIA, you have been identified as the initial point of contact for providing information needed to complete the EIA-914 survey. If you are the appropriate contact, please confirm by emailing us at EIA4USA@eia.gov. If you are not the appropriate contact, please forward the appropriate person's contact information to EIA4USA@eia.gov, and we will contact them directly.

Please watch your email over the next few days for a message that will contain your EIA username and temporary password to the Community Portal. Once you have updated your password and are able to access the Community Portal, see the **Knowledge** tab for additional information on the EIA-914 and instructions on how to use the EIA Survey Community Portal to submit data.

If you have any questions, please contact us directly at EIA4USA@eia.gov or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM-6:00 PM ET.

We are very excited to provide you with a new and innovative way of submitting and

receiving data from the U.S. Energy Information Administration. Thank you for supporting EIA's data collection activities.

Sincerely,

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