



U.S. Business Response Survey

ATTENTION
COMPANY NAME
ADDRESS
CITY, ST ZIP



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DATE

Dear [NAME],

The Bureau of Labor Statistics (BLS) and the Employment and Training Administration (ETA) are seeking to better understand the impact of layoffs on employers. Since the onset of the COVID-19 pandemic, employers have experienced unprecedented disruptions and challenges to their operations including layoffs (both temporary and permanent), followed by difficulties in hiring and training workers as we emerge from the pandemic. Your response is important to ensure that the data we produce are accurate, timely, and relevant. This survey can be completed online in about 5-10 minutes. Please use the Web ID and case-sensitive password provided below to log into the secure BLS website: <https://idcfbbs.bls.gov>

WEB ID: 981234567890

PASSWORD: Aa123456

The U.S. Business Response Survey on Layoffs and State Workforce Programs is approved with O.M.B. No. 1220-0198. The information collected will be used for statistical purposes in accordance with the law. Additional information and instructions for this survey can be found at: <https://www.bls.gov/respondents/ars/brs-survey/overview.htm>

Please provide your response within **14 days**.

Thank you for your participation in keeping us informed of your situation. We greatly value your input.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Quinn".

Kelly Quinn
U.S. Bureau of Labor Statistics

