



Department of Energy

Washington, DC 20585

<CURRENT MMDDYYYY>

<Supervisor Name>

<Entity Name>

<Address Line 1>

<City>, <State> <Zip Code>

Dear <Supervisor Name>,

Your company has not filed its report with the U.S. Energy Information Administration (EIA) for Form EIA-63C, "Densified Biomass Fuel Report" for the <Date> cycle. Your report for <Entity Name> was due to EIA starting <Due Date> and is now considered late.

The data collected from the EIA-63C are used to assess fuel production, prices and consumption in the United States and provide comprehensive, policy-neutral information to consumers, policy makers, and energy markets participants.

Response to this survey is **mandatory** and required pursuant to 15 U.S.C., Sections 764(b), 772(b) and 790(a) of the Federal Energy Administration Act of 1974. Your company has a mandatory obligation to report, and your participation is required in the future unless your company closes and/or ceases to produce and sell a densified biomass product. EIA estimates that the average reporting burden for this survey is approximately one hour and thirty minutes per response.

We have attempted to contact <Primary Contact> by email and telephone numerous times over the past several months to resolve these issues, but without success. Our primary contact at the <Entity Name> is <Primary Contact>.

If you are **no longer** the person submitting the Form EIA-63C, 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 factual submission of Form EIA-63C by those required to report is mandatory under 15 U.S.C. 772(b). Failure to respond may result in a civil penalty of not more than \$2,750 each day for each violation, or a fine of not more than \$5,000 for each willful violation. 18 U.S.C. 1001 makes it a criminal offense for any person knowingly

and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

EIA needs you to report the requested information on Form EIA-63C no later than <Escalation 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 have questions, you can contact eia4usa@eia.gov, or 855-EIA-4USA (855-342-4872).

Sincerely,

Joseph Wilson
Director, Office of Survey Operations
U.S. Energy Information Administration
U.S. Department of Energy

cc: <Secondary Contact, Secondary Supervisor Contact>