

<SUBJECT>: U.S. Department of Labor ***Do Not Send Data to This Email***

<BODY>:

Dear <PREFIX> <FIRST> <LAST>:

A data collection specialist from the U.S. Department of Labor/BLS will soon telephone to ask your company's help with determining the nation's monthly counts of employment. The focus of this call will be to gather information about your payroll that includes the 12th day of the month. This information will be used to determine the nation's job count. During the call, we'll explain the importance of providing such valuable information and answer any questions you might have. Please, find the attached information specific to your business.

Thank you in advance for your cooperation. Your assistance in producing this important information about our nation's economy is greatly appreciated.

Sincerely,

<EMAIL_REMINDER_SIGN_NAME>

Data Collection Center Manager

This email is sent from an account we use for sending messages only.

The Bureau of Labor Statistics (BLS) is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession. This email contains confidential information. If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.