

«STATE\_COMPANY\_NAME»  
«STATE\_SECONDARY\_NAME»  
«STREET\_ADDRESS\_y»  
«CITY\_y», «STATE\_STATE\_ABBREV» «ZIP\_return»

U.S. Department of Labor  
Bureau of Labor Statistics



**Establishment ID:**  
«FIPS\_STATE\_CODE»-«LDB\_NUMBER»-«SURVEY\_YEAR»

**Report for:**  
«UNIT\_DESC»

«COMPANY\_NAME»  
«SECONDARY\_NAME»  
«STREET\_ADDRESS\_x»  
«STREET\_ADDRESS2»  
«CITY\_x», «STATE\_ABBREV» «ZIP\_mailing»

**DATED MATERIAL**  
**U.S. GOVERNMENT DOCUMENTS ENCLOSED**

November 5, 2025

Dear Employer,

In December 2024, the Bureau of Labor Statistics (BLS) sent you the “Notice of Recordkeeping Requirements for the 2025 Survey of Occupational Injuries and Illnesses (SOII).” We requested that you maintain information on work-related injuries and illnesses for 2025 and report that information when you received the SOII instructions. Due to a program change, **you will not be receiving a 2025 BLS SOII for the specific establishment listed below:**

Establishment ID: «FIPS\_STATE\_CODE»-«LDB\_NUMBER»-«SURVEY\_YEAR»  
Reporting Site: «UNIT\_DESC»

**Please note that this letter applies only to the BLS SOII for reference year 2025 and the specific establishment listed above.** Other establishments in your company must still complete the 2025 SOII if they receive the instructions in January 2026. This letter does not affect the 2026 BLS SOII. You may still receive a Notice of Recordkeeping Requirements for 2026 and will be asked to maintain records of workplace injuries and illnesses for calendar year 2026.

This letter does not affect any Occupational Safety and Health Administration’s (OSHA) recordkeeping or Injury Tracking Application (ITA) reporting requirements that may apply to you. If you are unsure if you need to report to the OSHA ITA, check the OSHA ITA website at <https://www.osha.gov/injuryreporting/ita/>.

We appreciate your cooperation and apologize for any inconvenience. Please contact us at «STATE\_PHONE\_PLUS\_EXT» or «STATE\_CONTACT\_EMAIL» if you have any questions.

Sincerely,

Elizabeth Rogers  
Acting Assistant Commissioner  
Office and Safety, Health, and Working Conditions  
Bureau of Labor Statistics