

**T1 – Email Reminder Text:**

Subject: Multiple Worksite Report Notice

Dear [Respondent Name],

It's time to submit your company's Multiple Worksite Report (MWR) for the quarter ending [DATE].

Your continued reporting will ensure that we are able to continue the BLS mission to produce timely, accurate data on the current state of the local labor market and economy. We also want to assure you that we will work with you to provide flexibility with reporting your data.

Please log on to our secure website to complete your report and contact us if you need any assistance.

MWR Website: <https://idcf.bls.gov>

User ID: **CS12345678**

The due date for this quarter MWR is **[DATE]**.

Thank you,  
U.S. Department of Labor  
Bureau of Labor Statistics

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**T2 and T3 – Email Reminder Text:**

Subject: Multiple Worksite Report Reminder

Dear [Respondent Name],

We have not received your Multiple Worksite Report (MWR) for [n] of your [n] firms. The report for this quarter is due on **[DATE]**.

Your continued reporting will ensure that we are able to continue the BLS mission to produce timely, accurate data on the current state of the local labor market and economy. We also want to assure you that we will work with you to provide flexibility with reporting your data.

Please log on to our secure website to complete your report and contact us if you need any assistance.

MWR Website: <https://idcf.bls.gov>

User ID: **CS12345678**

If you have already provided your MWR data, please ignore this message and accept our thanks for your cooperation.

Thank you,  
U.S. Department of Labor  
Bureau of Labor Statistics

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**T4 – Email Reminder Text:**

Subject: Multiple Worksite Report Incomplete Notice

Dear [Respondent Name],

We have not received your Multiple Worksite Report (MWR) for [n] of your [n] firms. The report for this quarter was due on **[DATE]**.

Your continued reporting will ensure that we are able to continue the BLS mission to produce timely, accurate data on the current state of the local labor market and economy. We also want to assure you that we will work with you to provide flexibility with reporting your data.

Please log on to our secure website to complete your report and contact us if you need any assistance.

MWR Website: <https://idcf.bls.gov>

User ID: **CS12345678**

You may complete your report no later than **[DATE]**. If you have already provided your MWR data, please ignore this message and accept our thanks for your cooperation.

Thank you,  
U.S. Department of Labor  
Bureau of Labor Statistics

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