

## First Email

REMINDER -- DOE NATURAL GAS IMPORT/EXPORT REPORTS FOR **MONTH YEAR** ARE OVERDUE, OMB No. 1901-0294

Dear **XXXX**,

We are trying to close out this month's import/export data and noticed that we do not have your **MONTH YEAR** import/export report(s) for docket number **XX-XX-NG**. We are also missing **MONTH YEAR** report.

Please note that the monthly reports need to be submitted no later than the end of the calendar month following the end of the reporting month. For example, April 2025 monthly reports are to be received by DOE on or before 31 May 2025. Additionally, reports are required even if there has been no import/export activity.

Please reference the following Web link for DOE's sample report forms and guidelines for your convenience - <https://www.energy.gov/hgeo/guidelines-filing-monthly-reports>.

If you have already sent in your report, I apologize for this reminder but would appreciate another copy.

Please e-mail reports or questions to [ngreports@hq.doe.gov](mailto:ngreports@hq.doe.gov).

Thank you very much for your time and assistance.

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