

<Date>

FROM: RACHELLE REEDER, DIRECTOR
OFFICE OF SURVEY OPERATIONS

SUBJECT: THE EIA-3 DATA COLLECTION CYCLE IS NOW OPEN

REFERENCE: OMB NO. 1905-0167 (EXPIRATION DATE: **XX/XX/XXXX**)

Dear <Respondent>,

The U.S. Energy Information Administration (EIA) has opened the **Quarterly Survey of Industrial, Commercial and Institutional Coal Users (EIA-3)** data collection cycle to collect data for the <#> quarter of <year>. The data collection cycle will close on <due date>.

Please log into the [EIA Respondent Portal](#) to access the form and submit your data. The survey cycle can be accessed from the EIA Respondent Portal **Home** or **To Do** tab. For information on how to submit your data, view the recorded EIA-3 [Information Session](#), the corresponding Power Point [Presentation](#) and the form [Instructions](#).

Thank you for your time and effort in diligently completing this form. We appreciate your timely submission a by <due date>.

If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Center via e-mail at EIA4USA@eia.gov, or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.