

Welcome Letter

Date: m/dd, YYYY

Subject: EIA-860 Supplement Data Collection: Voluntary State Level Generator Air Permit Inventory Report

Dear Respondent,

The U.S. Energy Information Administration (EIA) is initiating the data collection for Form EIA-860 Supplement, Voluntary State Level Generator Air Permit Inventory Report.

This report requests you provide an inventory of air permits for power generating units at your facility. The data collected will help EIA understand the regulatory landscape impacting electricity generation and inform energy policy decisions.

Your immediate attention to this request is appreciated. The due date for submission is 60 days from the date of this letter.

For assistance with the Form EIA-860 Supplement, please contact eia4usa@eia.gov.

Thank you for your cooperation in providing this vital information.

Sincerely,

Office of Survey Operations

U.S. Energy Information Administration

Reminder Letter - Upcoming Due Date

Date: m/dd, YYYY

Subject: Reminder: EIA-860S Voluntary State Level Generator Air Permit Inventory Report Due in <X> Days

Dear Respondent,

This is a reminder that the Form EIA-860 Supplement, Voluntary State Level Generator Air Permit Inventory Report, is due <XX> days from the date of this letter (or specify the exact due date).

Your prompt submission of this report is crucial for maintaining accurate and comprehensive energy data. This information helps EIA analyze critical trends in the electricity sector and support informed decision-making.

If you have already submitted the report, please disregard this reminder. If you require assistance or have any questions, please contact eia4usa@eia.gov

Thank you for your continued cooperation.

Sincerely,

EIA OLS

Office of Survey Operations
U.S. Energy Information Administration

Overdue Notification Letter (Level I Escalation)

Date: m/dd, YYYY

Subject: Action Required: EIA-860S Voluntary State Level Generator Air Permit Inventory Report Is Overdue

Dear Respondent,

This letter serves as notification that your organization's Form EIA-860 Supplement, Voluntary State Level Generator Air Permit Inventory Report, was due on <m/dd> and is now overdue.

Please submit the completed report immediately. For assistance, or to provide an update on your submission status, please contact <Insert name of OLS contact> without delay.

Sincerely,

Office of Survey Operations
U.S. Energy Information Administration

Overdue Notification Letter (Level II Escalation)

Date: m/dd, YYYY

Subject: Urgent: EIA-860S Voluntary State Level Generator Air Permit Inventory Report Remains Outstanding

Dear Respondent's Supervisor,

Our records indicate that your organization's Form EIA-860 Supplement, Voluntary State Level Generator Air Permit Inventory Report, which was due on <m/dd>, remains outstanding.

This report is critical for EIA's mission to collect and disseminate independent energy information.

It is important that you submit the Form EIA-860 Supplement. If there are extenuating circumstances affecting your ability to submit, please contact <insert name of OLS contact> as soon as possible to discuss your specific situation.

Sincerely,

Office Director
Office of Survey Operations
U.S. Energy Information Administration