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UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

THIRD REQUEST

FROM THE U.S. CENSUS BUREAU

Two months ago we sent you an Annual Retail Trade Report form. We have made repeated attempts to obtain your firm's data by mail and still have not received your response. Your company's participation is vital to the success of this survey.

Your response is required by law. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **your report is confidential.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in a respondent's files are immune from legal process.

Your continued failure to respond opens your business enterprise and responsible officials to public prosecution and civil penalties. To remove your firm from delinquent status, we ask that you take the time to complete the enclosed report and **return it within the next three business days**. Once you have completed the form, you may fax it toll-free to 1(800)447-4613. If you wish to report online using our secure Web site, your username and password as well as the Web site address are located on the form above Item 1. Representatives from the Census Bureau will contact you by telephone if necessary to obtain your firm's data. Phone calls may be monitored to evaluate interviewer performance.

If you have any questions regarding this report, please call us toll-free at 1(800)772-7851 weekdays between 8:30 a.m. and 5:00 p.m., Eastern time. When calling or writing, please refer to the name of the survey and the identification number in the upper left corner of the address section. You also may access our Web site at **http://www.census.gov/econhelp/arts** for information about electronic reporting and answers to frequently asked questions.

Thank you for your cooperation in this important program. Our programs cannot be successful without the assistance of firms like yours.

Sincerely,

Mark E. Wallace

MARK E. WALLACE
Chief, Service Sector Statistics Division

Enclosures