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

ASCO-L5
(Draft)

CEO Name, CEO Title
Company Name
CEO Address

Dear *CEO Name [or CEO Title if CEO Name blank]*:

Our records indicate that we have not received your company's **2021 Report of Organization** and **2021 Annual Survey of Manufactures**, which were due March 10, 2022. These surveys are **REQUIRED BY LAW** and warrant your immediate attention.

The Report of Organization is used to update the Census Bureau's list of businesses and provides key source data for the County Business Patterns program and other statistical series. Companies, business analysts, and trade associations use this information in planning investments, production, and marketing. The Annual Survey of Manufactures collects key data about the manufacturing sector of the nation's economy. These data are used to develop accurate estimates of domestic output and productivity, and they serve as a valuable resource for making sound decisions on economic trade policies. We depend on your support to ensure timely and accurate data. Please take a moment to encourage prompt completion of the 2021 Report of Organization and/or 2021 Annual Survey of Manufactures. The information required for your company to report was sent to *Company Contact Name.*

Title 13, United States Code (U.S.C.), Sections 131 and 182, authorizes this collection. Sections 224 and 225 require your response. Section 9 requires that we keep your answers **STRICTLY CONFIDENTIAL.** Although Title 13 (Section 224) and the Sentencing Reform Act of 1984 (18, U.S.C. 3559 and 3571) allow for possible prosecution of responsible officials and penalties up to $5,000 (and still require response), **the U.S. Census Bureau prefers to work cooperatively with businesses like yours to ensure we gather and distribute reliable statistics about the U.S. economy**. We ask for your help in meeting that goal, recognizing that we are relying on your valuable time and effort to comply with this request.

We assigned an Account Manager to assist your company in reporting. The Account Manager has attempted to contact your company several times. For assistance with meeting the mandatory filing requirement, you may contact your Account Manager at the number shown below.

Account Manager: *Census AM Name, Census AM Phone Number*
Company Contact: *Company Contact Name*

Thank you in advance for your time and participation.

Respectfully,

Nick Orsini
Associate Director for Economic Programs
U.S. Census Bureau

cc: *Company Contact name*, contact, *Company name*
Census AM name, Census Bureau Account Manager

The Office of Management and Budget (OMB) approval number for the Report of Organization is 0607-0444, and for the Annual Survey of Manufactures is 0607-0449.