

Invitation Email

Date

To all SDC Leads:

The attached file is the annual report for calendar year 2012. Please collect the appropriate data, fill in the report and return your totals via email to: Barbara.A.LaFleur@census.gov and Thomas.W.Edwards@census.gov. The due date for the report return is Friday, June 28, 2013.

You can also find a copy of the annual report at: <http://www.census.gov/sdc/annualform.html>.

If you have any questions regarding the report, please call Barbara LaFleur at 301-763-4022.

Thank you,

Data Users Branch

Reminder Email

Date

To all SDC Leads:

This is a reminder that your annual report is due on June 28, 2013. A copy of the annual report can be found at: <http://www.census.gov/sdc/annualform.html>.

Please return your completed report to: Barbara.A.LaFleur@census.gov and Thomas.W.Edwards@census.gov.

If you have any questions regarding the report, please call Barbara LaFleur at 301-763-4022.

Thank you,

Data Users Branch

Thank you Email

Date

Dear (Leads Name);

Thank you for sending your completed annual report to the Data Users Branch.

Please be advised that we will be compiling the results and reporting them to you at the Annual Training Conference in October 2013.

Again Thank You,

The Data Users Branch.