

[date]

Attn: Contact\_name (if missing use "Department of Accounting/Finance")

T\_name

BM\_addr1

BM\_addr2

BM\_city, BM\_state BM\_zip-BM\_zip\_ext

Dear contact\_name (if missing use "Department of Accounting/Finance"):

A few days from now, your firm will receive a Green Goods and Services Survey form from the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor. Green goods and services are defined as those that benefit the environment or conserve natural resources. Examples of green goods and services are developing, building, or operating a wind, solar, or other renewable energy source facility, or manufacturing energy efficient appliances.

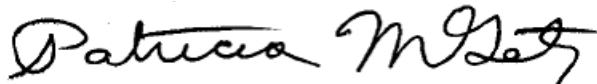
When you receive your form, we ask that you please complete it and mail it in promptly. **We need to hear from every company, even if your company is not involved in producing green goods or services**, to get an accurate picture of the economy.

The questions on the form require information about the percentage of your firm's revenue associated with producing green goods and services. If you do not have access to this information, please identify someone in your firm who does and forward the form to that person once it arrives.

If you have any questions, please contact our helpdesk by calling toll free at [toll-free number] or by emailing [email address]@bls.gov].

Thank you in advance for your help.

Sincerely,



Patricia M. Getz

Assistant Commissioner

Office of Industry Employment Statistics, Office of Employment and Unemployment Statistics