

NAME
ADDRESS

Dear Sir or Madam:

I am writing to you on behalf of Import Administration, a unit of the United States Department of Commerce. On **[insert date]**, we initiated an investigation pursuant to section 732 of the Tariff Act of 1930, as amended (the Act), to determine whether merchandise imported into the United States that you are believed to produce and/or export is being sold at dumped prices. Dumping occurs when imported merchandise is sold in, or for export to, the United States at less than the normal value of the merchandise; *i.e.*, the United States price is less than the price at which identical or similar merchandise is sold in a foreign market (usually the home market of the producer and/or exporter of the merchandise), or is less than the constructed value of the merchandise. The product under investigation is **[insert short name of product]** from **[insert country]**. We began the investigation based on a petition filed by **[insert name(s) of the petitioner(s)]** on behalf of the United States industry producing the merchandise under investigation.

On **[insert date]**, the United States International Trade Commission (Commission) preliminarily determined that there is a reasonable indication that imports of the product under investigation are injuring the United States industry. We will now determine whether sales of the subject merchandise in, or to, the United States are being dumped. If so, the Commission will decide whether those dumped imports are injuring the United States industry. If we find that sales are made at dumped prices and the Commission finds that the dumped imports are a cause of injury, we will issue an antidumping duty order.

We are soliciting the information requested in the enclosed questionnaire to determine whether subject merchandise that you produced and/or exported was in fact sold in, or to, the United States at dumped prices. General instructions for responding to the questionnaire follow immediately after the table of contents. We have divided the questionnaire into five sections, A through E, and attached supplemental information, including a glossary of terms, in Appendices I through VII. Please review the contents page and ensure that you have received all the sections of the questionnaire. If you have not received the entire questionnaire, please contact the official in charge immediately.

You are requested to respond to sections A (General Information), B (Sales in the Home Market or to Third Countries), and C (Sales to the United States).

[Use these sentences if a cost of production inquiry has not been initiated: You are not requested to respond now to section D (Cost of Production/Constructed Value). However, if the petitioner alleges that your sales in the home or third-country market are at prices below the cost of production in accordance with section 773(b)(2)(A)(i) of the Act, we may request that you

respond to section D at a later date. Additionally, you are requested to respond to the constructed value portion of section D with respect to products or models sold in the United States for which you had no sales of comparable merchandise in the home or third country market. If you believe that you might need to respond to section D, please contact the official in charge noted on the cover sheet to the questionnaire.] [**Use this sentence if a cost of production inquiry has been initiated:** In accordance with section 773(b)(2)(A)(i) of the Act, because a domestic interested party has provided information that sales of the foreign like product under consideration for the determination of normal value have been made at prices which represent less than the cost of production, we have initiated a cost of production inquiry in this case, and you are requested to respond to section D.]

You are not currently required to respond to section E (Cost of Further Manufacturing or Assembly Performed in the United States). However, we may request a response to this section if we determine, based on your response to section A, that we require the information to account for further-processing expenses incurred in the United States.

Please refer to the cover page and general instructions of the enclosed questionnaire for the time period covered by this investigation, the due dates for responding to the questionnaire, and the instructions for filing the response. We have recently revised the standard antidumping questionnaires; as part of this revision, we have added appendices VI and VII. Delivery of electronic media is to be made only to the APO/Dockets Unit, Room 1870 of the main Commerce building.

If you are unable to respond to this questionnaire by the due dates specified on the cover page of the questionnaire, you must formally request an extension of time in writing before each of the due dates explaining why you need additional time. If the Department does not receive your questionnaire response by 5 p.m. on the due date, or a written request for an extension of the due date, and if we have information demonstrating that your company either received the questionnaire or refused delivery of the questionnaire, we will conclude that your company has decided not to cooperate in this investigation. A company's refusal to cooperate in an investigation requires the Department to apply facts available, which may include an adverse inference, in accordance with sections 776(a) and 776(b) of the Act when determining the company's antidumping duty margin.

Although we will attempt to accommodate any difficulties that you encounter in answering this questionnaire, that accommodation cannot conflict with our obligation to conduct the investigation within the deadlines and informational requirements established by United States law. If you are having difficulty responding to the questionnaire or if you have any other questions, please contact the official in charge as indicated on the cover page of the attached questionnaire.

Sincerely,

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Enclosures