

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 administrative review of the antidumping duty order on **[insert product name]** in order 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 covered by this review is **[insert short name of product]** from **[insert country]**. We are examining sales, entries or shipments during the period **[insert period of review dates]**. We initiated the review based on a request filed by **[insert name(s); if request filed by petitioners, also insert: on behalf of the United States industry producing the merchandise under review.]**

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). If, after examining sections A and C of the questionnaire, you conclude that your company and its affiliates did not have any U.S. sales or shipments during the review period identified above, please submit a statement to that effect, following the data submission requirements specified in the general instructions. If you do not submit such a statement for the administrative record in this case, we may conclude that your company has not been responsive to this questionnaire and may proceed on the basis of the facts otherwise available, as defined in the glossary at Appendix I of the attached questionnaire.

[Use these sentences if we disregarded any below-cost sales in the most recently completed review or investigation of this company: In accordance with section 773(b)(2)(A)(ii) of the Act, because we determined to disregard sales by your company

that were below the cost of production in the investigation [if this is the first administrative review conducted for this company] or the most recently completed administrative review of your company, you are requested to respond at this time to section D of the questionnaire.] **[Use these sentences if a cost of production inquiry has not been initiated:** You are not currently required to respond 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.]

If any of the products covered by this review underwent additional processing in the United States before they were delivered to customers unaffiliated with your company, you are in general required to respond to section E (Cost of Further Manufacturing or Assembly Performed in the United States). However, if you believe the value added in the United States exceeds substantially the value of the merchandise imported into the United States (*i.e.*, the value added in the United States represents at least 65 percent of the price of the merchandise charged to the first customers unaffiliated with your company), please contact the official in charge in writing immediately.

Please refer to the cover page and general instructions of the enclosed questionnaire for the time period covered by this review, 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 administrative review. A company's refusal to cooperate in the administrative review 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 administrative review 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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