

Updated September 2, 2011

A-[XXX-XXX]  
[PERIOD OF REVIEW]  
Public Document  
[OFFICE/ANALYST TAG]

[DATE]

[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 remind you that, beginning August 5, 2011, with certain, limited exceptions, all submissions for all proceedings must be filed electronically using Import Administration's Antidumping and Countervailing Duty Centralized Electronic Service System (IA ACCESS). An electronically filed document must be received successfully in its entirety by the Department's electronic records system, IA ACCESS, by 5 p.m. Eastern Time (ET) on the **[DATE INDICATED ON THE COVER PAGE OF THE ENCLOSED QUESTIONNAIRE, OR STATE DATE HERE]**. Documents excepted from the electronic submission requirements must be filed manually (i.e., in paper form) with the APO/Dockets Unit in Room 1870 and stamped with the date and time of receipt by 5 p.m. ET on the due date established here within.

For your convenience, the Department has the following resources available online to assist you in complying with these electronic filing procedures:

IA ACCESS: Help Link

<https://iaaccess.trade.gov/help.aspx>

IA ACCESS: External User Guide

<https://iaaccess.trade.gov/help/IA%20ACCESS%20User%20Guide.pdf>

IA ACCESS: Handbook on Electronic Filing Procedures

<https://iaaccess.trade.gov/help/Handbook%20on%20Electronic%20Filing%20Procedures.pdf>

Federal Register notice: Antidumping and Countervailing Duty Proceedings: Electronic Filing Procedures; Administrative Protective Order Procedures, 76 FR 39263 (July 6, 2011)

<http://www.gpo.gov/fdsys/pkg/FR-2011-07-06/pdf/2011-16352.pdf>

Please note that the Department's certification requirements also changed, effective March 14, 2011. Additional changes regarding the certification of factual information by governments participating in a proceeding became effective on September 2, 2011. Any submissions made to the Department pursuant to proceedings initiated on or after March 14, 2011, must be accompanied by the appropriate company, government, and representative certifications (as applicable). Templates for these certifications are included as an appendix to this questionnaire. For more information refer to 76 FR 7491 (February 10, 2011) and 76 FR 54697 (September 2, 2011).

The Department must conduct this investigation in accordance with statutory and regulatory deadlines. If you are unable to respond completely to every question in the attached questionnaire by the established deadline, or are unable to provide all requested supporting documentation by the same date, you must notify the official in charge and submit a request for an extension of the deadline for all or part of the questionnaire response. If you require an extension for only part of your response, such a request should be submitted separately from the portion of your response filed under the current deadline. Statements included within a questionnaire response regarding a respondent's ongoing efforts to collect part of the requested information, and promises to supply such missing information when available in the future, do not substitute for a written extension request. Section 351.302(c) of the Department's regulations requires that all extension requests be in writing and state the reasons for the request. Any factual statements made in support of such reasons must be accompanied by the certifications required under section 351.303(g) of the regulations. An extension request submitted without a proper certification for any factual information contained therein will be considered improperly filed and, as with any other improperly filed document, will not be accepted. Any extension granted in response to your request will be in writing; otherwise the original deadline will apply.

If the Department does not receive either the requested information or a written extension request before 5 p.m. ET on the established deadline, we may conclude that your company has decided not to cooperate in this proceeding. The Department will not accept any requested information submitted after the deadline. As required by section 351.302(d) of our regulations, we will reject such submissions as untimely. Therefore, failure to properly request extensions for all or part of a questionnaire response may result in the application of partial or total facts available, pursuant to section 776(a) of the Act, which may include adverse inferences, pursuant to section 776(b) of the Act.

Should you have any questions about this matter, please contact **LEAD ANALYST OR PROGRAM MANAGER** at (202) 482-**XXXX**.

Sincerely,

**XXX**

Enclosure