

**FOLLOW-UP LETTER TO SAMPLE ESTABLISHMENT OR
ITS HEAD OFFICE (INCLUDING REFUSAL)**

Date

Name of Contact Person in the Establishment
Position
Name of Head Office
Address of Head Office

Dear Valued Respondent,

Our office, the (Bureau of Labor and Employment Statistics or DOLE Regional Office No. ___) reiterates our request for your establishment to accomplish our questionnaire/s for the:

- 2006 Occupational Wages Survey
- 2006 BLES Integrated Survey

We realize that accomplishing our survey questionnaire/s takes up your valuable time for they could be tedious and requires looking into past records. Nevertheless, your response is most important to enable us to come up with reliable information that can be used by our government in assessing the current labor situation in the country.

On your end, as well, labor statistics are necessary for making sound and informed decisions in your business planning and operations. Our survey results are provided **free of charge** and can be accessed in our website at (<http://www.manila-online.net/bles> or <http://www.bles.dole.gov.ph>).

Rest assured that any information you provide us remains **confidential** and will be used for statistical purposes only and not for taxation, regulation or investigation purposes. All information from your establishment will be processed with those of the other respondents and will be disseminated only in summaries or statistical tables.

Should you need further assistance in accomplishing the survey form, please do not hesitate to contact us through:

Office: BLES or DOLE Regional Office No. ___
Address:
Contact Person
Tel. No.
Fax No.
E-mail address

Thank you and we look forward to your cooperation in this statistical undertaking.

Very truly yours,

Director

(Date)
encl/as
2006 OWS EIN _____
2006 BITS EIN _____