



Office of the Secretary

UNITED STATES OF AMERICA
FEDERAL TRADE COMMISSION
WASHINGTON, D.C. 20580

[DATE]

[COMPANY NAME]

Dear [ADDRESSEE]:

Enclosed is an Order to File Special Report (“Order”), issued by the Federal Trade Commission on [DATE], pursuant to Section 6 of the FTC Act. The Order seeks information regarding your company’s acquisitions and other agreements.

We would like to confer by telephone with you or your designated counsel by no later than [DATE], to discuss the timing and format of your submission. Please carefully review the Order prior to that teleconference, including all definitions and instructions, and consider the availability of requested data and information. We have provided specific directions for submission of the data by electronic format to facilitate production and review of the responses.

Submissions responsive to this Order that are marked “confidential” will not be disclosed without first giving you ten days’ notice of the Commission’s intention to do so, except as provided in Sections 6(f) and 21 of the FTC Act. Confidential or privileged commercial or financial information will be reported only on an aggregate or anonymous basis, consistent with Sections 6(f) and 21(d) of the FTC Act.

In addition to the above request, we would be happy to consider any additional information that you consider relevant to this inquiry. If you have any questions about the issuance of this Order or your filing of a Special Report to the FTC, please call Bilal Sayyed, Director of the Office of Policy Planning, at 202-326-2004.

Sincerely,

April J. Tabor
Acting Secretary