



U.S. Department
of Transportation

**National Highway
Traffic Safety
Administration**

400 Seventh Street, SW
Washington, DC 20590

APR - 1 2005

Mr. Chuck Schaeffer
Quality Manager
Reading Truck Body Co.
P.O. Box 650
Shillington, PA 19607

NVS-215kjs
04E-067

Dear Mr. Schaeffer:

We have completed a review of the quarterly status reports for the fourth quarter of 2004. According to our records, the first quarterly report was due in this office on or before January 30, 2005, however, to date we have not received this report.

If Reading Truck Body believes that it sent in this report, please provide a copy. If your company believes that no reports are required, please explain the reason. Please provide your response by April 18, 2005.

You may fax the report to Mrs. Kelly Schuler at (202) 366-7882. If you have any questions concerning this matter, please contact Kelly at (202) 366-5227.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Person', is written over the word 'Sincerely,'.

George H. Person, Chief
Recall Management Division
Office of Defects Investigation
Enforcement