

QUESTIONNAIRE NOTIFICATION LETTER

Dear **[respondent]**:

The U.S. Department of Energy (DOE) is developing a new and exciting website that will help electricity consumers learn about ways they can save money and be more energy efficient. We hope this project will encourage a conversation about our nation's electricity use and the importance of energy efficiency. The first step in this process is to learn about what kind of energy usage information electricity providers offer to their customers. As such, DOE would like to request your participation in a brief, ten- minute, online questionnaire wherein you will answer questions about the data access services your company provides its customers.

Your responses will be used to generate maps that display the results of the questionnaire for each utility across the nation. The maps will be the central feature of a publically-available website created by the U.S. Department of Energy, where electricity customers can learn about data services provided by their utility and ways to use that data to be more economical.

Click on the following link to begin the online questionnaire:

<http://link.xxx>

Please respond to the questionnaire before the expiration date of 00/00/00.

If you feel that you are not the correct person to respond to this questionnaire, please contact [person's name] at abc@doe.gov or 111-111-1111 with the name of a more appropriate person at your company.

We look forward to hearing from you and working together to help Americans save energy and save money.

Sincerely,

