

**U.S. Department of Labor**

February 27, 2014

Bureau of Labor Statistics  
2 Massachusetts Ave. N.E.  
Washington, D.C. 20212



«Title\_Mr\_Ms» «First\_Name» «Last\_Name»  
«Job\_Title»  
«Company»  
«Street\_Address»  
«City», «State» «Zip4»

Dear «Title\_Mr\_Ms» «Last\_Name»:

The Bureau of Labor Statistics (BLS) needs your help in providing timely and accurate information about price trends in the American economy. The Producer Price Index (PPI) has been capturing price trends since 1902. It is a Principal Federal Economic Indicator that measures the change over time in the prices received by domestic producers of goods and services. Now your firm has the opportunity to help BLS calculate the price index for «Industry\_Name1».

How is the PPI used? In addition to being a general measure of our country's economic health, the private and public sector use the PPI for the following purposes:

**Private and Public Sector Uses**

- Adjust escalation contracts
- Comparison of input costs and output prices
- Last In First Out (LIFO) inventory valuation

**Federal Government Uses**

- Principal Federal Economic Indicator
- Set fiscal and monetary policy
- Deflate the Gross Domestic Product (GDP)

Your participation is vital. The accuracy of the PPI is dependent upon a high level of voluntary participation. Since we use a statistical sampling process, we cannot replace your business. We know you receive many requests for data. Therefore, to use as little of your time as possible, we will select only a sample of your company's goods and services and ask for information about prices.

Your participation is confidential. We do not compare your company's items or prices to any others, and we do not publish actual prices in the PPI. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

«FE\_Name» will contact you soon to provide a more complete explanation of the PPI and arrange a brief meeting. We also have enclosed some additional information regarding the PPI. If you have any questions, please contact «FE\_Name» at «FE\_Tel». We look forward to working with you.

Sincerely yours,

NAME  
Regional Commissioner  
Enclosure  
«Enclosure\_Name»