

Hi (Respondent),

My name is Brian Hewitt, and I work on the Survey Development Team here at the Energy Information Administration (EIA). EIA is in the process of making some changes to the EIA-877 survey in order to determine whether or not respondents can report sales information on a residential and state level.

We are conducting teleconference interviews with respondents and would like to discuss some of these changes to the form with you. The interview will take approximately 15 minutes. As an EIA-877 respondent, the feedback that you give us will help reduce reporting errors and improve the quality of information that EIA collects. Your participation is voluntary.

I will follow up with a phone call next week to see if we would be able to schedule a time.

Thank you for your time.