

[insert date]

Dear [respondent],

The U.S. Energy Information Administration (EIA) is researching the perceptions that energy companies' have regarding the effectiveness of EIA's data confidentiality policies for surveys protected under the Confidential Information Protection and Statistical Efficiency Act (CIPSEA). Your company submits survey reports to EIA that are protected under this statute. We would like to speak with you or someone from your company about your perceptions of EIA confidentiality policies, and also to collect your feedback on some proposed changes to the wording used by EIA in its confidentiality pledge. Participation in this research is voluntary. The interview will be less than one hour.

Your input will help EIA understand how survey respondents feel about EIA's current practices and data confidentiality policies. If you are not the best person to provide this feedback, please forward this letter/e-mail to the best person in your organization. Your responses will be protected as confidential information. Any results from this study will not include information that can be used to identify you or anyone in your company. If you or another person(s) in your office would like to participate in this research project, contact Marlana Anderson (202) 586-2970, email: Marlana.anderson@eia.gov and we will schedule a convenient date and time for a brief interview.

Sincerely yours,

Nanda Srinivasan, Director
Office of Survey Development and Statistical Integration
U.S. Energy Information Administration
1000 Independence Avenue SW
Washington DC 20585