



Department of Energy

Washington, DC 20585

[insert date]

Dear [Respondent],

The U.S. Energy Information Administration (EIA) is considering modifying Form EIA-821 and is interested in speaking with you or someone from your company about changes to this survey form. EIA is considering collapsing several distillate product categories on Form EIA-821, deleting the reporting of sales of kerosene, and collecting more detail on sales of propane. We seek to understand how these proposed changes may affect the reporting burden for this form and the ability of survey respondents to report in proposed collapsed distillate categories and on sales of propane. Participation in this research is voluntary. The interview will last half an hour.

Your input will help EIA improve this survey by collecting data that is relevant to the changing market. 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 Brian Hewitt (202) 586-5045, email: Brian.Hewitt@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

