



Department of Energy

Washington, DC 20585

May XX, 2017

Company Name (respondent)

Company Address

Dear [Primary contact],

The Energy Information Administration (EIA) is researching how much time it takes to gather the information and fill out Form EIA-63C, “Densified Biomass Fuel” report. We seek to verify the current burden estimates for collecting the requested information shown on the form and to estimate any changes in reporting burden. We would like to speak with you or someone from your company about this information. Participation in this research is voluntary. The interview will take approximately 15 minutes.

Your input will help EIA improve the accuracy of its burden estimate. EIA-63C information collection is sponsored and collected by the Energy Information Administration’s Office of Electricity, Renewables & Uranium Statistics (EIA). Form EIA-63C collects information on densified biomass fuel production, sales, and inventory levels for EIA’s use in estimating densified biomass fuel consumption in the United States, as well as production, sales, and inventory at state, regional, and national levels.

If you are not the best person to provide this feedback, please forward this letter/e-mail to the appropriate 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 Anna Hamelin (202)586-0858, email: Anna.Hamelin@eia.gov and we will schedule a convenient date and time for a brief interview.

Sincerely yours,

Nanda Srinivasan, Director
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& Statistical Integration
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Cognitive Research Team

