

Hi (Respondent),

My name is [insert name], and I work on the Survey Development Team at the U.S. Energy Information Administration (EIA). EIA is considering changes to [Form EIA-816, “Monthly Natural Gas Liquids Report.”](#) We are interested in your feedback, as a current respondent, to determine whether companies are able to report information related to their gas processing and condensate stabilization activities, particularly detailed input and output activities. EIA is also interested in determining if respondents are able to report their fractionation output on a weekly basis. Your participation is important to us and helps EIA design survey modifications that minimize the burden to respondents while providing more relevant energy information to the public. The attached letter explains this research project in more detail.

As part of this effort, the EIA is conducting in person interviews with current EIA-816 respondents. We will be in your area the week of XXX and want to visit with you to discuss these proposed changes to the form. The interview will take approximately 1 hour. Your responses are confidential and will be aggregated with other interviews to prevent any re-identification of participants. Participation in this research is voluntary.

Please contact me if you are interested in being interviewed for this study or have any questions about this research. Thank you for your time.