



Department of Energy

Washington, DC 20585

«Date»

Dear «Name»,

The U.S. Energy Information Administration (EIA) is considering changes to Form EIA-816, “*Monthly Natural Gas Liquids Report*”. As a respondent currently reporting on this form, we are interested in your feedback. Your participation will help EIA determine if respondents are able to report information related to their gas processing and condensate stabilization activities, particularly detailed input and output activities. Additionally, EIA is also interested in determining if respondents are able to report their fractionation output production information to EIA on a weekly basis and evaluate the level of detail respondents can provide about their output production.

As part of this research we are conducting telephone interviews with Form EIA-816 respondents between the dates of XX/XX- XX/XX and want to speak with you to gather your feedback on proposed changes to the form. The interview will take approximately 1 hour. Participation in this research is voluntary. Your responses will be protected as confidential information and results from this study will not include information that can be used to identify you or anyone in your organization. We want to ensure that any new data requirements are consistent with the record keeping procedures within your company and that you understand the terminology and word phrases in potential new survey questions.

Your opinions are important to us and we look forward to your participation. If you would like to participate in an interview or have any questions or concerns about this request, please contact Anna Hamelin (202) 586-0858, email anna.hamelin@eia.gov

Sincerely yours,

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