

Appendix C Confirmation Email

Subject line: Westat Interview Confirmation for [date]

Dear «FirstN»,
[Business name]

Thank you very much for agreeing to help us prepare for a survey on energy use in nonresidential buildings. As was mentioned in our phone call, [Westat](#) is currently testing questions for the [Commercial Buildings Energy Consumption Survey](#) (CBECS), on behalf of the U.S. Energy Information Administration (EIA). Your input will help to determine whether the questions are working well and what parts may need to be modified.

The purpose of this email is to confirm your appointment for our in-person interview on:

[APPOINTMENT DAY & DATE] at **[TIME]** at **[LOCATION]**

For this interview we will be sending an interviewer (**[NAME OF INTERVIEWER]**) and possibly an observer from EIA. Your participation in this is completely voluntary. You or your **[company/organization]** will not be named in any reports. Our interview with you will take no more than an hour to complete.

If you have any questions about this interview, please feel free to contact me at **1-800- XXX-XXXX, or [Name@westat.com]**.

Thank you in advance for your participation.

Sincerely,

[Recruiter name]

EIA Interview Recruiter

Westat, Inc.

