

Appendix D Reminder Email

Subject line: Westat Interview Reminder for [date]

Dear [Respondent name],

This is to remind you of your in-person interview with Westat on [Day, Date, Time at Location].

Thank you in advance for helping us with this important study, which is being carried out on behalf of U.S. Energy Information Administration (EIA). Your input will help us to develop questions for the national Commercial Buildings Energy Consumption Survey (CBECS.)

Sincerely,

[Recruiter name]

EIA Interview Recruiter

Westat, Inc.

