



Department of Energy

Washington, DC 20585

«Date»

Dear «Name»,

The U.S. Energy Information Administration (EIA) is researching how companies are interpreting some of the terms and reporting retail price information on Form EIA-877, *Winter Heating Fuels Telephone Survey*. Form EIA-877 collects data on State-level stocks and residential prices of No. 2 heating oil and propane during the heating season. The data are used to estimate state retail prices of propane and No. 2 heating oil during the heating season.

Your participation in this research will help EIA determine if respondents are able to report retail residential price information for a specific outlet for No. 2 fuel oil and propane every Monday.

As part of this research effort we are conducting telephone interviews between the dates of XX/XX- XX/XX and want to collect your feedback on these reporting issues. The interview will take approximately 15 minutes. 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.

Your opinions are important to us and we look forward to your participation. If you would like to participate in an interview please follow the following link below to set up a date and time that works best with your schedule <https://calendly.com/eia-survey-development-team/eia-877-telephone-interview/09-03-2018>. Please reach out to Anna Hamelin on my staff if you have any questions at (202) 586-0858, email anna.hamelin@eia.gov.

Sincerely yours,

Nanda Srinivasan, Director
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Integration
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