

## Sample Advance Communication for Energy Jobs Data Collection

DATE, 2016

<<Primary Contact>>

<<Company Name>>

<<Address>>

<<City>> <<State>>, <<Zip Code>>

Dear <<Primary Contact>>,

The United States Department of Energy is surveying the business community to provide policy makers, business leaders and energy stakeholders with key information about companies like yours. With detailed industry information in hand, these stakeholders have the data to support this growing industry and address challenges that may exist.

Today, I am writing to you to ask for your input to the United States Energy and Employment Report 2016 t. The US Department of Energy has engaged (-----), an independent research firm, to complete an employer survey to better understand the strengths, weaknesses, barriers, opportunities and needs from the business, workforce, investment, innovation and policy aspects of this important sector. We know that you are extremely busy so we have provided three convenient options for completing the survey.

- **Go to (website to be created)** to complete the survey online and enter **(code)** when prompted for your survey ID.
- **Wait for us to email you.** The independent research firm hired by the Department, (Insert Firm), will be sending an email invitation to any businesses for which we have an email address.
- **Wait for us to call you.** The independent research firm will be calling businesses that do not use one of the methods above to complete a survey.

The voluntary survey will take between fifteen to thirty minutes of your time and will provide us the valuable feedback we need to ensure the needs of companies like yours are well understood by the Department of Energy, Federal government and energy stakeholders.

Please be assured that your individual responses will remain strictly **confidential**. Your survey responses will go directly to (independent research firm), the independent research firm hired to conduct the project, who will analyze the data and present information to the US Department of Energy in an aggregated format only so that individual company responses will not be identifiable.

If you have any questions regarding this survey or would like more information about the confidential and anonymous nature of the study, please contact (to be inserted), at (phone number to be added).

Thank you in advance for taking time to participate in this important study.

Sincerely,

United States Department of Energy