

SAMPLE EMAIL NOTIFICATIONS TO RESPONDENTS

Sample EIA-XXX confirmation of contact information email notification:

Dear <CONTACT>

Thank you for your company's participation in last year's *[insert survey name]* (Form EIA-XXX). Form EIA-XXX collects data on *[insert purpose statement from survey instruction file]*

We are sending this letter to request you verify the company Respondent Information contained in our records. Response to this survey is mandatory your timely response to this annual survey enables us to meet our legislative mandates to provide timely, high quality natural gas supply and disposition information to Federal and state agencies, and to a wide variety of customers in the private sector, including those in your company. The information you report will be protected to the extent it qualifies for an exemption under the Freedom of Information Act as stated in the survey instructions. Your continued cooperation is essential for us to continue to provide this service in the future.

EIA has a legal mandate to carry out a central, comprehensive, and unified energy data and information program. All persons owning or operating facilities or business premises who are engaged in any phase of energy supply shall make available to the Administrator such information and periodic reports. By law, the EIA Administrator has the authority to conduct mandatory information collections and obtain the information by issuing subpoenas, conducting physical inspections or by other means identified in 15 U.S.C. 779.

It is now time to prepare Form EIA-XXX for the Report Year 20xx. Because Form EIA-XXX is an annual survey, the Respondent Information we have in our records may have changed since last year's filing. The estimated respondent burden for this survey is *[insert burden hours from form]* hours. This is your company contact information that we have in our records.

EIA ID Number: <ID>

Company Name: <NAME1>

Site Name: <NAME2>

Contact Name: <CONTACT>

Phone Number: <PHONE>

Fax Number: <FAX>

Email Address: <EMAIL>

We request that you verify that the information shown above is “CORRECT.” If it has changed please reply to this email by December 10, 20yy so that future correspondence concerning this year’s Form EIA-XXX is sent to the correct person in your company.

The due date for filing Form EIA-XXX is March 1, 20yy. The person shown as the “Contact Name” (listed above) will receive an email approximately eight weeks before the due date. This email will direct them to EIA internet links to access copies of this year’s EIA-XX survey form and updated form instructions.

If you have any questions regarding this request or Form EIA-XXX, please contact Jennifer Wade at (202) 586-4749. Thank you in advance for your continued cooperation in our data collection efforts.

Sincerely,

Barbara Mariner-Volpe
Team Leader
Natural Gas Downstream Team
Office of Petroleum and Biofuels Statistics
U.S. Energy Information Administration

-