

**Sample EIA-910 new respondent welcome letter:**

<DATE>

Company Name: <COMPANY\_NAME>

Control (ID) Number: <CONTROL\_ID>

Dear <RESPONDENT\_NAME>

This letter is to notify you that your company has been selected by the U.S. Energy Information Administration (EIA) to report on Form EIA-910 *Monthly Natural Gas Marketer Survey* a mandatory monthly survey of natural gas sales from marketers in selected states that have active customer choice programs. This survey collects information on the volume and revenue for natural gas commodity sales, and any receipts for distribution charges and taxes associated with the sale of natural gas.

Filing Form EIA-910 each month is mandatory pursuant to Section 13(b) of the Federal Energy Administration Act of 1974 (Public Law 93-275) and must be completed by all natural gas marketers with residential and/or commercial customers in Georgia, New York, and Ohio. Your company's participation will continue into the future unless notified by EIA.

The information you provide on Form EIA-910 will be used for statistical purposes only and is confidential by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 and other applicable Federal laws, your responses will not be disclosed in identifiable form without your consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. Every EIA employee, as well as every agent, is subject to a jail term, a fine, or both if he or she makes public ANY identifiable information you reported.

Copies of the EIA-910 form and instructions are available on EIA's website. Please also note that your company's reports must be submitted through EIA's Secure File Transfer System which provides enhanced data security. You should access the Secure File Transfer System at: <https://signon.eia.doe.gov/upload/noticeoog.jsp>.

You must file Form EIA-910 no later than 30 days after the end of the reporting month. Your company's first report using the Form EIA-910 no later than 30 days after the end of the reporting month. The estimated respondent burden for this survey is 2 hours. According to our records, you are responsible for filing for the following natural gas storage fields with the associated region:

Region	Field
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<REGION>

<FIELD\_NAME>

Please contact EIA at (877) 800-5261 if you have any questions regarding this mandatory monthly data collection requirement or if another person will be completing this form for your company. Your cooperation and participation in this important survey is appreciated.

Sincerely,

Robert Merriam, Director  
Office of Petroleum and Biofuels Statistics  
U.S. Energy Information Administration