

## PPI Thank You Template - New Web Reporter

Subject: Note of Appreciation from the Bureau of Labor Statistics (BLS)

Dear [Respondent's Name],

### **Thank you for your help!**

Thank you for taking the time to provide data for the Producer Price Index (PPI). As a participant in this important program, you contribute to the vital statistics required to analyze the economy and improve decision making for the public and private sectors.

### **What happens next?**

You will receive two emails from [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) asking you to create an account in our secure Web-reporting system so you can provide us with price updates. For assistance setting up your account, please contact [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov).

### **Want to learn more?**

- Additional information about your role as a participant: [www.bls.gov/respondents/ppi](http://www.bls.gov/respondents/ppi)
- Statistics related to your area: [www.bls.gov/regions/home.htm](http://www.bls.gov/regions/home.htm)
- Other general information about BLS: [www.bls.gov](http://www.bls.gov)

Thanks again for your help. If you have any questions, feel free to contact me.

Best regards,

FE Name

FE Title

FE Phone Number



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## [PPI Thank You Template - Overlap Web Reporter](#)

(Use when there is no change in reporter)

Subject: Note of Appreciation from the Bureau of Labor Statistics (BLS)

Dear [Respondent's Name],

### **Thank you for your help!**

Thank you for taking the time to provide data for the Producer Price Index (PPI). As a participant in this important program, you contribute to the vital statistics required to analyze the economy and improve decision making for the public and private sectors.

### **What happens next?**

You will continue to receive emails from [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) asking you to supply periodic updates for the PPI program. After the new items are added, you will update a combination of new and old items until the old items are phased out. For assistance, please contact [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov).

### **Want to learn more?**

- Additional information about your role as a participant: [www.bls.gov/respondents/ppi](http://www.bls.gov/respondents/ppi)
- Statistics related to your area: [www.bls.gov/regions/home.htm](http://www.bls.gov/regions/home.htm)
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**Multi-Program Thank You Template – Current IPP Reporter, New PPI Reporter**  
(Use for reporters who are currently repricing for IPP and are adding PPI)

Subject: Note of Appreciation from the Bureau of Labor Statistics (BLS)

Dear [Respondent's Name],

**Thank you for your help!**

Thank you for taking the time to provide data for the Producer Price Index (PPI). As a participant in this important program, you contribute to the vital statistics required to analyze the economy and improve decision making for the public and private sectors.

**What happens next?**

You will receive two emails from [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) asking you to create an account in our secure Web-reporting system so that you can provide us with price updates. Follow the instructions in the Web Account Setup handout, which provides you a step-by-step guide to link your new account to the existing account that you have been using for IPP. Once you complete this process, you can continue using your existing account for both programs going forward. For assistance, please contact one of our helpdesks [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) or [IPP.Helpdesk@bls.gov](mailto:IPP.Helpdesk@bls.gov).

**Want to learn more?**

- Additional information about your role as a participant: [www.bls.gov/respondents/ppi](http://www.bls.gov/respondents/ppi) and [www.bls.gov/respondents/mxp/home.htm](http://www.bls.gov/respondents/mxp/home.htm)
- Statistics related to your area: [www.bls.gov/regions/home.htm](http://www.bls.gov/regions/home.htm)
- Other general information about BLS: [www.bls.gov](http://www.bls.gov)

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**Multi-Program Thank You Template - Current PPI Reporter, New IPP Reporter**  
(Use for reporters who are currently repricing for PPI and are adding IPP)

Subject: Note of Appreciation from the Bureau of Labor Statistics (BLS)

Dear [Respondent's Name],

**Thank you for your help!**

Thank you for taking the time to provide data for the Import/Export Price Indexes (MXP), produced by the International Price Program (IPP). As a participant in this important program, you contribute to the vital statistics required to analyze the economy and improve decision making for the public and private sectors.

**What happens next?**

You will receive two emails from [IPP.Helpdesk@bls.gov](mailto:IPP.Helpdesk@bls.gov) asking you to create an account in our secure Web-reporting system so that you can provide us with price updates. Follow the instructions in the Web Account Setup handout, which provides you a step-by-step guide to link your new account to the existing account that you have been using for PPI. Once you complete this process, you can continue using your existing account for both programs going forward. For assistance, please contact one of our helpdesks [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) or [IPP.Helpdesk@bls.gov](mailto:IPP.Helpdesk@bls.gov).

**Want to learn more?**

- Additional information about your role as a participant: [www.bls.gov/respondents/ppi](http://www.bls.gov/respondents/ppi) and [www.bls.gov/respondents/mxp/home.htm](http://www.bls.gov/respondents/mxp/home.htm)
- Statistics related to your area: [www.bls.gov/regions/home.htm](http://www.bls.gov/regions/home.htm)
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## IPP-PPI Thank You Template - Overlap Web Reporter For Both Programs

Subject: Note of Appreciation from the Bureau of Labor Statistics (BLS)

Dear [Respondent's Name],

### **Thank you for your help!**

Thank you for taking the time to provide data for the Producer Price Index (PPI) and the Import/Export Price Indexes (MXP). As a participant in these important programs, you contribute to the vital statistics required to analyze the economy and improve decision making for the public and private sectors.

### **What happens next?**

You will continue to receive emails from BLS asking you to supply periodic updates for the PPI and MXP programs. After the new items are added, you will update a combination of new and old items until the old items are phased out. For assistance, please contact one of our helpdesks [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) or [IPP.Helpdesk@bls.gov](mailto:IPP.Helpdesk@bls.gov).

### **Want to learn more?**

- Additional information about your role as a participant: [www.bls.gov/respondents/ppi](http://www.bls.gov/respondents/ppi) or [www.bls.gov/respondents/mxp/home.htm](http://www.bls.gov/respondents/mxp/home.htm)
- Statistics related to your area: [www.bls.gov/regions/home.htm](http://www.bls.gov/regions/home.htm)
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