



Dear Sir/Madam:

The Bureau of Labor Statistics (BLS) is asking for your voluntary cooperation in providing information for the Consumer Price Index (CPI). The CPI is a statistical measure of price change for goods and services typically purchased by urban consumers. As the only comprehensive measure of inflation at the retail level, the CPI is widely used by private industry, labor, and government for making informed business and economic decisions.

We are updating the sample of establishments to be included in the CPI and yours is one of many local establishments that are being asked to participate in our ongoing survey. These outlets were chosen based on the results of a previous survey in which area consumers were asked where they purchased various items and services.

Our BLS representative will contact you to ask a few basic questions about items or services that are offered by your business. Then s/he will use a statistical procedure to select items or services to price over time. We generally meet in person, but a brief telephone call or virtual meeting can be scheduled at your convenience to establish what we need from you and how we can collect the information. Following this initial contact, we will update prices, usually either once a month or every other month, and we will limit the time we ask of you or your staff. The Office of Management and Budget (OMB) has approved this survey and the OMB Control Number is 1220-0039.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Your cooperation will be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Maureen McDevitt Greene", is positioned above the typed name.

MAUREEN McDEVITT GREENE  
Assistant Regional Commissioner  
of Labor Statistics