

**Title: PPI Introduction - Identify Potential Contact**

**Purpose:** This is an email a Field Economist would send as a general introduction to a non-respondent (Receptionist, HR Rep, etc.). This email could be used to help identify an appropriate contact.

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**Subject:** U.S. Bureau of Labor Statistics - Producer Price Index (333999F000)

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Dear Name,

**Introduction**

My name is (FE name), and I am an economist/statistician with the U.S. Department of Labor, Bureau of Labor Statistics (BLS). We selected your company for participation in the Producer Price Index (PPI), a Principal Federal Economic Indicator that measures the average change over time in the selling prices received by domestic producers of goods and services.

**Objective**

I would like to set up a brief meeting where we will select approximately FOUR items that are representative of your company's output. We will record a brief description, the terms of sale, and the selling price for each. We will ask for updated prices of those items periodically so we can follow the change in price over time.

BLS will use all collected information exclusively for statistical purposes and only authorized persons will have access to your data - <https://www.bls.gov/bls/confidentiality.htm>

Please provide the name and contact information of the appropriate person I can contact for the information needed. They can feel free to call me at (333) 444-5555 or contact me via email to set up a meeting.

I am available to meet any of the following dates:

- Wednesday, February 12th @ before noon (EST)
- Thursday, February 13th @ 9 am or 11 am (EST)
- Tuesday, February 18th @ 1 pm (EST)

Sincerely,

Mike Smith

Economist

Phone (333) 444-5555

[Smith.Mike@bls.gov](mailto:Smith.Mike@bls.gov)



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