

**IPP Drop-In Letter (name/address known)**

September 17, 2024

«RespFirst» «RespLast»  
 «RespTitle»  
 «Company»  
 «Street»  
 «City», «State» «Zip»

Dear «RespFirst» «RespLast»:

The Bureau of Labor Statistics (BLS) needs your help in providing timely and accurate information about price trends for a Principal Federal Economic Indicator, the U.S. Import and Export Price Indexes (MXP). The MXP, produced by the International Price Program (IPP), measures price changes for non-military goods and services traded between the United States and the rest of the world. Now your firm has the opportunity to help BLS calculate the price index for «imports/exports».

International trade is an increasingly significant part of the American economy. The MXP is used extensively by businesses such as yours and throughout the economy:

**IPP Private and Public Sector Uses****Private Sector Uses**

- Analyze economic conditions
- Adjust contracts
- Assess competition in international markets

**Federal Government Uses**

- Set fiscal and monetary policy
- Negotiate trade agreements
- Adjust trade statistics
- Input to the Gross Domestic Product (GDP)

Your participation is vital. The accuracy of the MXP is dependent upon a high level of voluntary participation. For our sampling process to remain statistically valid, we cannot replace your company with another business. We know you receive many requests for data. Therefore, to use as little of your time as possible, we will select and record prices for only a sample of items representative of your company's «import/export» trade and ask that you periodically update the prices for only those selected items.

Your participation is confidential. We do not reveal actual company names or prices in our published indexes. 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.

«FE\_FirstName» «FE\_LastName» is visiting your company today to provide a more complete explanation of the MXP and to answer any questions you may have. «FE\_FirstName» «FE\_LastName»

can be reached at «FE\_Tel» or at «FE\_Email». We look forward to working with you.

Sincerely yours,

NAME

«Title»

Enclosure

«Enclosure\_Name»