

## **Pre-notification letter**

Dear **[qualified respondent]**,

In the coming weeks, the U.S. Department of Energy (DOE) will be going live with the 2013 “Customer Electricity Data Access and Control Questionnaire.” This is the second year that DOE has conducted this questionnaire.

We will be sending an email that allows you to access the questionnaire and share details about the data access services that your company provides to your customers. The information collected will be made publicly available on the DOE-supported [OpenEI website](#), where customers can visit to learn about their energy usage data access services.

A more informed customer will better understand the role utilities play in their lives. This can lead to better energy usage decisions. DOE invites your participation in this exciting opportunity to educate and inform the public about ways to save money and be more energy efficient.

Last year, nearly 800 utilities nationwide participated in this effort. On one day, the questionnaire page was the most visited page on the entire OpenEI website. Your company can contribute by completing the questionnaire according to the instructions provided in the forthcoming announcement email.

If you feel that you are not the correct person to respond to this questionnaire, please contact [DOE employee’s name] at xyz@doe.gov or 111-111-1111 with the name of a more appropriate person at your company.

We look forward to hearing from you and working together to help Americans save energy and save money.

Sincerely,