



Month Day, Year

[Respondent Name]
[Respondent Title]
[Establishment Name]
[Secondary Name]
[Street Address]
[City, State Zip]

Dear [Respondent Name]:

As part of a continuing effort to provide the public with the most accurate compensation data possible, the Bureau of Labor Statistics (BLS) collects wage, salary, and benefit data for the Employment Cost Index (ECI). The ECI is a Principal Federal Economic Indicator that measures changes in labor costs to employers over time. It is used by both the public and private sector to develop compensation policies, compare wage and benefit packages, negotiate union wage rates, set military pay, and adjust Medicare reimbursements, among other things.

[Establishment Name] has been chosen to participate in the ECI. [Field Economist Name], an economist on my staff, will contact you soon to discuss authorizing data collection from your agency. We will randomly select a few occupations to collect more in-depth information such as job duties and responsibilities, wages, and available benefits. At no time will we ask for or collect any information that could personally identify any employee.

The information you provide will be used for statistical purposes only and will be included in survey publications. Publication of the data may enable the public to recognize your governmental identity and data reported, but upon request, the BLS will hold the information provided in confidence.

The Bureau depends upon the cooperation of organizations such as yours to produce useful, high quality economic information. [Field Economist Name] will contact you in the next few days regarding your participation in the ECI. If you have any questions, feel free to call [Field Economist Name] at [(555) 123-4567].

Sincerely,