



Month Day, Year

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

Dear [Respondent Name]:

I would like to personally thank you for your recent participation in the Employment Cost Index (ECI) program. Your generous cooperation helps us provide the nation's business and government communities with the highest quality labor market information. Thank you!

I invite you to use our gold-standard economic data for all of your decision-making needs. The BLS provides information for compensation, worker safety, physical and environmental job demands, supply costs, and pricing at www.bls.gov.

For special information requests and questions pertaining to BLS products, you may speak directly with an economist in our Economic Analysis and Information office at [(555) 123-4567]. Your BLS contact, [Field Economist Name], at [(555) 123-4567], is available to assist as well.

Sincerely,