

## **APPENDIX – 1: COVERING LETTER SENT ALONG WITH THE QUESTIONNAIRE**

To: mail id

Subject: Research on Business Information Needs of the Indian Corporate Sector

Dear \_\_\_\_\_

Please refer to the above subject.

I am carrying out research for my Ph.D. work and am registered with Department of Library and Information Science, M.S. University of Baroda. The topic is as given in the subject.

The target group identified for this research consists of people working in Indian corporate sector at the middle management or higher level in respective organizations.

In this context I request you to kindly participate in this survey and fill up the questionnaire attached with this mail. I request you to kindly go through the questionnaire in detail before filling up the same. I assure you of complete confidentiality of the response you will provide through this questionnaire and the data provided will be used for research purposes only.

I have an additional request to make and will be obliged if you can facilitate your colleagues also to participate in this survey. Please keep in mind that the ideal respondent will be at least a graduate by educational qualifications and working in middle or higher level of management.

Please do not hesitate to get back to me for any clarifications and my mail contact is: anil@nim.ac.in.

Look forward to your cooperation and thank you in advance for the help.

Regards,

H. Anil Kumar  
Chief Librarian  
Nirma University  
Ahmedabad