5 May 2000

Dear NAME

Thankyou for agreeing to participate in our survey of small businesses in the Waverley area. As I said on the phone, we are asking small businesses about their perceptions of environmental issues, waste disposal, and pollution in the local area. This is also an opportunity to comment on your contact with Waverley Council. Survey findings will be used to inform future Council service planning and delivery.

I have enclosed a questionnaire to be completed and returned to me at the above address. All the information is treated as confidential and anonymous. The questionnaire has been taking around 15 minutes to complete.

We are asking people to return the questionnaire to us by Monday, 15 May. You can post it back in the enclosed stamped and addressed envelope, or fax it to me, as above.

If you have any queries or would like further information, please let me know.

Many thanks for your participation in this survey.

Yours sincerely,

Susan Rudland
Research Assistant
School of Social Science and Policy