

Date

<First Name> <Last Name>  
<Address>  
<City>, <State> <Zip>

Dear <First Name> <Last Name>:

We are writing to ask your help in conducting a study of businesses in Cheyenne County.

Emerging technologies in computers, communications and the Internet are affecting business practices in Cheyenne County and around the world. This survey is an effort to find out what needs you may have to better use this new technology in your organization. You were selected as part of a random sample of businesses from Cheyenne County. In this survey we ask you a series of questions about your computer skills, your current use of technology, and needs you may have for future information technology for your business. The findings will be used by our county to gather information about technology infrastructure.

You can help us very much by taking a few minutes to share your opinions. In order that the results truly represent the needs of businesses in your area, it is important that each questionnaire be completed and returned in the postage paid envelope provided.

Your answers are completely confidential and will be released only as summaries in which no individual's answers can be identified. The questionnaire has an identification number for mailing purposes only. This is so that we may check your name off our mailing list once you return your completed questionnaire.

You are free to decide not to participate in this study without affecting your relationship with the University of Nebraska Cooperative Extension or the Chamber of Commerce. If there are some questions you do not wish to answer, you may leave them blank. However, we hope you will answer the questionnaire in its entirety.

If you have any questions or comments about this study, we would be happy to talk with you. Please call (308)254-4455

Thank you very much for helping with this important study.

Sincerely,  
co-chair Infrastructure and Technology Committee  
Workforce Development Partnership

Connie Hancock  
Extension Educator

Karen Kollars  
Chamber Director

Val Nienheuser  
Abstractor