Dear Madam,

This is to introduce Wing Commander N Vijayakumar, a Ph.D scholar who is doing a research on 'EXECUTIVE PERFORMANCE APPRAISAL SYSTEM'. He requires the relevant information in order to carry out the research from your esteemed organisation. I request you to kindly provide him with the details and he would be using this information for academic purposes only.

Expecting your kind cooperation

Thanking you

Your sincerely,

Dr R Santhananalakshmi
(Project Guide)