

suggests solutions to overcome this problem. But since it is not clear and specific, it does not seem to be effective.

The letter can be made more effective if it includes the following details:

Before starting to write an application/letter, every writer should ask

1. Do I know what I want to say the (the subject)?
2. Do I know to whom I am writing?
3. Do I know why I am writing?

Read the same letter given below and see the difference between the first letter and the second.

To

Date

\_\_\_\_\_(Name and address)

\_\_\_\_\_

\_\_\_\_\_

*Sub: request to organise MAMTA Day at two locations in the village*

*Dear CDHO (write the name of the concerned person):*

*I am working as ASHA for the village\_\_\_\_\_of\_\_\_\_\_Block. My village has a population of\_\_\_\_\_. The houses are scattered across the areas. The ANM regularly comes and organises MAMTA Day. However, it is organised at a place which is not accessible for all the pregnant women. A large number of women living on the other side of the village, are not able to attend the antenatal clinic, due to the distance.*

*I suggest that the antenatal clinic may be conducted in two places of the village on different dates. I had a discussion about the same with the ANM. She informed me that she needs permission from you. I request you to look into this matter. As an ASHA I take the responsibility to bring all the pregnant women so they have their antenatal check-up. You are welcome to visit our village.*

*Thank you.*

*Yours sincerely,*

*ASHA(write name of ASHA and the village)*