

Date: Insert Date

To

Designation of Official

Name of Department

Insert Address

Subject: Secondary Data required for the child protection District Need Assessment (DNA) and development of District Child Protection Plan (DCPP), (Insert the name of the District), (Insert the name of the District).

Dear Sir/Madam,

Kindly find the minutes of the meeting 'Pre-study Consultation for DNA and DCPP for (Insert the name of the district) held on (Insert the Date of the pre-study consultation), in the (Insert the name of the place where the pre-study consultation was held). In accordance with the decision taken at the said meeting, each department is to provide the secondary data required. Enclosed is a template for the same. Kindly, make this data available within 7 days of receipt of this letter. The DCPO and the (Insert the name of the organization conducting the DNA) representative will contact you to provide you with any clarification you may require.

I look forward to your support in this matter.

Yours Sincerely

Insert the name of the person

Insert the Designation

Insert the name of the organization conducting the DNA