

Date: Insert Date

The Deputy Commissioner
Insert Address

Subject: Request to convene a meeting to share findings of the District Need Assessment (DNA) and present a draft District Child Protection Plan (DCPP) for feedback from the district administration

Dear (Insert Name),

Thank you for your support and cooperation. It has enabled us to arrive at the stage of completion of the DNA and we would also be preparing a draft DCPP for the district of Morigaon, based on the findings of the study.

As per our agreement with the State Child Protection Society (SCPS), Assam, we would now be required to visit to district and make a final presentation of the findings of the study, and to present a draft DCPP for feedback. We plan to travel to Morigaon on 21-23rd May, 2014, and therefore, request you to kindly give us a half a day, on any one of these dates, where you would convene a meeting with the district administration, in which we could present the findings of the study as well as the draft DCPP for feedback.

We request that concerned officers at the district and block level from the departments of social welfare, education, labour, health, DRDA, police, disaster management, and any other departments that you may deem to be relevant, be invited to the meeting. Additionally, we request that members of the Child Welfare Committee (CWC), Juvenile Justice Board (JJB), officers of the District Child Protection Unit (DCPU), and NGOs working in the district, also be invited to the said meeting.

We would be very grateful for a positive response from you,
Thanking you,

Yours sincerely,

Director

(insert name of organisation)