



APSC AAO Draft 156: Write a letter to the District Medical Officer requesting urgent intervention to address the shortage of essential medicines and vaccines at your local Public Health Centre

[Your Name]

[Your Address]

[City, State, PIN Code]

[Your Contact Information]

[Date]

To

The District Medical Officer

[District Health Office]

[Office Address]

[City, State, PIN Code]

Subject: Urgent Intervention Required to Address Shortage of Medicines and Vaccines at [Name of PHC]

Respected Sir/Madam,

I am writing to bring to your attention the critical shortage of essential medicines and vaccines at the [Name of Public Health Centre (PHC)] in [Location]. This issue has been causing significant distress to the local



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population, particularly young children and vulnerable individuals who rely on the PHC for their immunization and medical needs.

Several residents have reported being unable to obtain routine childhood vaccines such as the DPT, polio, and measles vaccines. Additionally, essential medicines for common illnesses, including fever, infections, and chronic diseases, are often unavailable. This situation poses a severe risk to public health, especially in rural and economically weaker sections that depend entirely on government healthcare facilities.

I kindly request your immediate intervention to ensure an adequate supply of medicines and vaccines at the PHC. Your prompt action in coordinating with the relevant authorities and suppliers will help prevent potential health crises in our community.

Thank you for your attention to this urgent matter. I look forward to your swift response and necessary action.

Yours sincerely,

[Your Name]