

## **Guidelines for writing a letter (to the Speaker and Select Committee)**

- 1 Use a letterhead, if you have one. If you don't, just include your address and the name of your organisation on the top right hand side. If you are not a formal organization you can refer to yourselves as 'ad hoc committee', 'land rights committee', 'community forum' or whichever term you choose, but you should include the name of the place in the title you choose.
- 2 Include the date of your letter.
- 3 You may include the name and address of the institution being addressed immediately below your own organisation's address, on the left hand side. But this is not strictly necessary.

### **Eastern Cape:** Speaker Fikile Xasa

Secretary to the Legislature EC; Mr Pumelele Ndimase; Mail: [pndamase@ecleg.gov.za](mailto:pndamase@ecleg.gov.za)

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**FREE STATE:** Speaker Mr Moeketsi Sesele; Mail: Private Bag X20561, BLOEMFONTEIN, 9300; Street:Southern Life Plaza Building North wing, 2nd Floor, 41 Maitland Street, BLOEMFONTEIN; Tel: (051) 407 1111 / 1240; Fax: (051) 448 3761; E-mail: [esterr@fs.gov.za](mailto:esterr@fs.gov.za)

**GAUTENG:** Speaker Ms Lindiwe Maseko; Mail: Private Bag X52, JOHANNESBURG, 2000; Street: Gauteng Legislature, cnr Loveday and President Streets, JOHANNESBURG; Tel: (011) 498 5964 / 5950; Fax: (011) 498 5692; E-mail: [lmaseko@gpl.gov.za](mailto:lmaseko@gpl.gov.za) **Personal**

**KZN:** Speaker Provincial Legislature: Ms Neliswa Peggy Nkonyeni; Mail: Private Bag X9112, PIETERMARITZBURG, 3200; Street:Parliament Building, 239 Langalibalele Street, PIETERMARITZBURG; Tel: (033) 355 7600; Fax: (033) 355 7767;

**LIMPOPO:** Speaker: Provincial Legislature: Mr Rudolph Phala; Mail: Private Bag X9309, POLOKWANE, 0700; Street: Government Complex, LEBOWAKGOMO; Tel: (015) 633 8021; Fax: (015) 633 8020; E-mail: [Boshomanet@limpopoleg.gov.za](mailto:Boshomanet@limpopoleg.gov.za);

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Secretary to the Legislature Mr Rolson Moropa; Mail: Private Bag X11305, NELSPRUIT, 1200; Street: 7 Government Boulevard, Building 4, Riverside Park, Extension 2, NELSPRUIT; Tel: (013) 766 1169; Fax: (013) 766 1459; E-mail: [BerniceO@mpuleg.gov.za](mailto:BerniceO@mpuleg.gov.za)

**NORTHERN CAPE:** Speaker Mr Boeboe van Wyk; Mail:Private Bag X5066,

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**NORTH WEST:** Speaker: Mr Nono Maloyi

Secretary to the Legislature Dr Baba Schalk; Mail:Private Bag X2018, MMABATHO, 2735; Street:New Parliament Building, Speakers Office, 2nd Floor, Dr James Moroka Drive, MMABATHO; Tel:(018) 392 7003 / (018) 392 7070; Fax:(018) 392 7192; E-mail:[yballim@nwpl.org.za](mailto:yballim@nwpl.org.za)

**WESTERN CAPE:** Speaker Shahi Esau

Secretary to the Speaker Mr Achmat Patience Mail: PO Box 648, CAPE TOWN, 8000; Street: Provincial Building, 6th Floor, 7 Wale Street, CAPE TOWN; Tel: (021) 487 1601 / 1602; Fax: (021) 487 1604.

- 4 You need a subject line that is bolded or underlined. For example:  
**Provincial Consultations on the Traditional Courts Bill**
- 5 The first paragraph should introduce who you are and why the Bill is relevant to you. You may provide a basic summary of what the Bill is about, what it does and how it threatens the constitutional rights of members of your community.
- 6 You need to then explain when and how you found out about the Bill and, if there has been no communication about its contents by government or parliament, you need to set that out.
- 7 It is very important to then include a section on *consultation*. You need to explain why you think it is important for ordinary rural people to be consulted about laws that will affect their lives. You should also add what kind of consultation you think is acceptable. For example:
  - people must be given sufficient notice of when and where the consultations will take place;
  - consultation should take place in venues that are accessible to ordinary people even if this means that multiple consultations may take place;
  - appropriate means to enable ordinary people's attendance should be provided.
- 8 Then you need to make *clear demands*. For example:
  - the provincial legislature should provide your community with the necessary information about the Traditional Courts Bill so that you can be properly informed about the Bill and its implications;
  - your community needs a local workshop to explain the Traditional Courts Bill properly to its members;
  - your community needs the consultations to take place nearby;
  - your community needs to be provided with the resources to enable people of all types in your community to attend the consultations.
- 9 You can end by expressing that you look forward to a direct response to your letter, urgently addressing all of the concerns that you have raised.

**Please note:**

Use the suggestions that are set out above only as a guide for the structure of your own letter. It is fine if you want to use your own structure and order, but try to cover the main issues set out above. Keep in mind that it is better if the letters are *not* all the same.

It is best to write in very simple and straightforward language (English or any other) and to avoid using long words or legal terms.

Try to write from the heart. Remember, too, that each group has the right to say what it likes.

Good luck!