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## MEMORANDUM

**TO** : The Head of Department  
Dr E. Nkem - Abonta  
Economic Development and Environmental Affairs

**FROM** : Sixolile Makaula  
Manager: Communications

**SUBJECT** : DRAFT MEDIA RELEASE FOR THE LAUNCH OF THE YOUTH EMPOWERMENT STRATEGY IN MDANTSANE SUN HOTEL

**DATE** : 08 September 2008

**REFERENCE:** 08/09/01

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Dear HOD,

1. This serves to advise and to seek for your approval concerning a Media Release to be issued on Tuesday, September 09, 2008.
2. The media release emanates from the event that was held in Mdantsane Sun on Thursday, September 04<sup>th</sup> 2008 – Launch of the Youth Empowerment Strategy by DEDEA.
3. I see it as of fundamental importance to issue a media release as a way of creating awareness about the initiatives of the Department. This will assist in profiling the activities undertaken to advance the socio – economic profile of the Province.
4. I kindly request you to please review and advise the content of the media release before it can be disseminated to the media.



5. Your guidance will be highly appreciated in this regard.

6. Thank you for your leadership.

Yours faithfully,

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**SXOLILE MAKAULA**  
**MANAGER: COMMUNICATIONS**

.....  
**DATE**

**APPROVED / NOT APPROVED**

.....  
**DR E NKEM-ABONTA**  
**HEAD OF DEPARTMENT**

.....  
**DATE**

