

Request for Reasons: using PAJA to access information

_____ (date)

Dear _____ (name and position)

As _____ (organisation/affiliation), I/we hereby make a request in terms of the **Promotion of Administrative Justice Act** (no 3 of 2000) to you, as

_____ (position) in _____ (organisation), for reasons for the administrative decision to _____

_____ (action).

As per PAJA, we will expect a response from you within the next 90 days (see relevant section of PAJA below).

Section 5 (2) and (3) of PAJA:

"(2) The administrator to whom the request is made must, within 90 days after receiving the request, give that person adequate reasons in writing for the administrative action.

(3) If an administrator fails to furnish adequate reasons for an administrative action it must, subject to subsection (4) and in the absence of proof to the contrary, be presumed in any proceedings for judicial review that the administrative action **was taken without good reason.**"

Please confirm your receipt of this request.

We look forward to hearing from you as soon as possible.

Kind regards,

_____ (Name)

_____ (Organisation/affiliation)

_____ (Contact details)