

## **Letter Writing Information for International Residents & Citizens:**

### **Read Instructions Carefully:**

If you are a **foreign citizen currently residing in Trinidad and Tobago (TT)** and you want to write a letter to your homeland's Embassy, Consulate or High Commission about the increased need for the TT government and other TT bodies to prioritize women's safety especially for work, school or travel and to put proper measures in place to halt the current increase of violence against women, please see the list of Embassy office addresses, emails, phone numbers and names of Ambassadors or High Commissioners whom you will be writing to. Towards the end of this document there are two links where you can download two types of editable letter templates which require you to fill in the relevant information available in this document and edit to your standards and concerns.

If you are a **citizen of Trinidad and Tobago or dual citizen** residing abroad and you want to effect change in Trinidad and Tobago with respect to the current epidemic of violence against women please see the list for the nearest TT Consulate/Embassy where you reside. You are also encouraged to write to your TT M.P in Trinidad and Tobago if you are a dual citizen.

If you are **NOT a citizen of Trinidad and Tobago** and you want to stand in solidarity with the women of Trinidad and Tobago you can write to the United Nations urging them to speak out on the issue. You can also share the posts, links and videos regarding the peaceful protests and brutal killings of our women in TT on social media [Twitter, Facebook or Instagram] so it can get the attention International media or popular influencers to speak out on it so more people can become aware and pressure our government into acting in the citizens and ALL WOMEN's best interest.

After the list of the Embassies, there is a page dedicated to guiding and providing **suggestions** on what you can include in your letter.

The letter template link is located on the second to last page of this document [[page 22](#)].

**FOREIGN EMBASSIES & HIGH COMMISSIONS IN TRINIDAD & TOBAGO**  
(Foreign Citizens or Dual Citizens residing in or outside TT can write to their relevant Embassies)

**Apoloistic Nunciature of the Holy See (Vatican City)**

- His Excellency Archbishop Fortunatus Nwachukwu  
Titular Archbishop of Acquaviva Apostolic Nuncio  
Address: 11 Mary Street  
St. Clair  
Port of Spain  
Phone: 622-5009 | 622-6359  
Fax: 222-9814  
Email: apnuntt@googlemail.com

**Embassy of Argentina**

- Mr. Carlos Federico Tagle  
Chargé d'Affaires,  
Address: TATIL Building  
Fourth Floor  
11 Maraval Road  
Port of Spain  
Phone: 628-7557 | 628-7587  
Fax: 628-7544  
Email: etrin@mrecic.gov.ar

**High Commission for the Commonwealth of Australia**

- His Excellency Bruce Lendon  
High Commissioner  
Address: 18 Herbert Street  
St. Clair  
Port of Spain  
Country: Australia  
Phone: 822-5450  
Fax: 822-5490  
Email: australianhighcommission.pos@gmail.com

**Embassy of the Federative Republic of Brazil**

- His Excellency José Antonio Gomes Piras  
Ambassador Extraordinary and Plenipotentiary  
Address: 18 Sweet Briar Road  
St. Clair  
Port of Spain  
Phone: 622-5771 | 622-5779  
Fax: 622-4323  
Email: amboffice.portspain@itamaraty.gov.br or  
brasemb.portspain@itamaraty.gov.br

**High Commission of Canada**

- His Excellency Sharad Kumar Gupta  
High Commissioner  
Address: 3-3A Sweet Briar Road  
St. Clair  
Port of Spain  
Phone: 622-6232 | 622-2582  
Fax: 628-2581  
Email: pspan@international.gc.ca

**Embassy of the Republic of Chile**

- His Excellency Juan Aníbal Barría García  
Ambassador Extraordinary and Plenipotentiary  
Address: #4 Alexandra Street  
St. Clair  
P.O. Box No 5099  
Phone: 628-0540 | 628-4763  
Fax: 622-9894  
Email: echilett@minrel.gob.cl or  
puertoespana@consulado.gob.cl

**Embassy of the People's Republic of China**

- His Excellency Song Yumin  
Ambassador Extraordinary and Plenipotentiary Address: #76 Long Circular Road  
Maraval,  
Port of Spain  
Phone: 622-1832 | 628-6417  
Fax: 622-7613  
Email: chinaemb\_tt@mfa.gov.cn

**Embassy of the Republic of Colombia**

- Her Excellency Martha Cecilia Pinilla-Perdomo  
Ambassador Extraordinary and Plenipotentiary  
Address: 4th Floor, Guardian Building  
Newtown Centre  
30-36 Maraval Road  
Port of Spain  
Phone: 628-5656 | 222-2275  
Email: eptoespana@cancilleria.gov.co

**Embassy of the Republic of Cuba**

- Her Excellency Tania Diego Olite  
Ambassador Extraordinary and Plenipotentiary  
Address: #74 Elm Street  
Bayshore, Westmoorings  
Port of Spain  
Phone: 633-3268 | 632-8691  
Fax: 621-3573  
Email: cubasec.tt@gmail.com *or* embajada@tt.embacuba.cu

**Embassy of the Dominican Republic**

- His Excellency José A. Serulle Ramia Ambassador  
Address: 10B Queen's Park West  
Suite 101  
Port of Spain  
Phone: 624-7930 | 627-2605  
Email: embajadard-tt@outlook.es

**Embassy of the Republic of El Salvador**

- Ms. Maybelyn Yamilet Escalante ten Hoopen  
Chargé d'Affaires, a.i.  
Address: #92 Columbus Circle,  
Westmoorings  
Phone: 632-3716  
Fax: 633-1128  
Email: embajadaelsalvador.tt@gmail.com

**Delegation of the European Union to Trinidad and Tobago**

- His Excellency Arend Biesebroek  
Ambassador Extraordinary and Plenipotentiary  
Address: Level 2 Sagicor Financial Centre  
16 Queen's Park West  
Port of Spain  
Phone: 622-6628 | 622-0591  
Fax: 622-6355  
Email: delegation-trinidad-and-tobago-hod@eeas.europa.eu

**Embassy of the French Republic**

- His Excellency Serge Lavroff  
Ambassador Extraordinary and Plenipotentiary  
Address: 7 Mary Street  
St. Clair  
Port of Spain  
Phone: 232-4808  
Fax: 628-2632 Email: info@ambafrance-tt.org

**Embassy of the Federal Republic of Germany**

- Her Excellency Ute König  
Ambassador Extraordinary and Plenipotentiary  
Address: 19 St. Clair Avenue  
Port of Spain  
Phone: 628-1630 | 628-1631 | 628-1632 Ext. 218  
Fax: 628-5278  
Email: info@ports.diplo.de

**Grenada Trade and Economic Commissioner**

- Dr. Patrick Antoine  
Address: Grenada Consular and Trade Office  
Grenada House  
#127 Henry Street  
Port of Spain  
Phone: 625-9235  
Fax: 624-1257  
Email: grenadaconsular@gmail.com

**Embassy of the Republic of Guatemala**

- His Excellency Mario Estuardo Torres Townson  
Ambassador Extraordinary and Plenipotentiary  
Address: Apt. 701, Regents Towers  
Westmoorings By The Sea  
Westmoorings  
Phone: 632-7629  
Fax: 632-7629  
Email: embtrintobago@minex.gob.gt or embaguatt@outlook.com

**High Commission for the Cooperative Republic of Guyana**

- Ms. Maharine Deborah Yaw  
Acting High Commissioner  
Address: 12 Alexandra Street, St. Clair  
Port of Spain  
Tel.: 628-2616/ 622-2913  
Fax: 622-5158  
Email: ghctt@mission.gov.gy

**High Commission for the Republic of India**

- His Excellency Arun Kumar Sahu  
High Commissioner  
Address: 6 Victoria Avenue  
Port of Spain  
Phone: 627-7480 | 627-7481 | 627-4027  
Fax: 627-6985  
Email: hcipos.hc\_ss@yahoo.com

**High Commission of Jamaica**

- His Excellency Arthur H.W. Williams  
High Commissioner  
Address: 2 Newbold Street  
St. Clair  
Port of Spain  
Phone: 622-4995-7 Ext. 22  
Fax: 622-9043  
Email: jamaica@jhcpo.org

**Embassy of Japan**

- His Excellency Tatsuo Hirayama  
Ambassador Extraordinary and Plenipotentiary  
Address: 5 Hayes Street  
St. Clair  
Port of Spain  
Phone: 628-5991-3  
Fax: 622-0858  
Email: embassyofjapan@po.mofa.go.jp

**Embassy of the Republic of Korea**

- His Excellency Sung Moon-Up  
Ambassador Extraordinary and Plenipotentiary  
Address: #36 Elizabeth Street  
St. Clair  
Port of Spain  
Phone: 622-9081 | 622-1069  
Fax: 628-8745  
Email: trinidad@mofa.go.kr

**Embassy for the Kingdom of the Netherlands**

- His Excellency Sándor Marnix Raphaël Varga van Kibéd en Makfalva  
Ambassador Extraordinary and Plenipotentiary  
Address: Trinre Building  
69-71 Edward Street  
Port of Spain  
Phone: 625-1722 | 625-2532 | 625-1210 Ext. 0210  
Fax: 625-1704  
Email: por@minbuza.nl

**High Commission for the Federal Republic of Nigeria**

- His Excellency Jika Ardo Hassan  
High Commissioner  
Address: 3 Maxwell-Phillip Street  
St. Clair  
Port of Spain  
Phone: 622-6834 | 622-4002  
Fax: 622-7162  
Email: nhc.nigt@gmail.com

**Embassy of the Republic of Panama**

- Mrs. Joyra Castillo  
Chargé d'Affaires, a.i.  
Address: #7, Ground Floor, Gray Street,  
St. Clair  
Port of Spain.  
Phone: 628-9956 | 628-9957  
Fax: 622-8992  
Email: embpanamatyt@mire.gob.pa

**Embassy of the Republic of Peru**

- His Excellency, David Malaga  
Ambassador  
Address: 4 Trinidad Crescent  
Federation Park  
Port of Spain  
Phone: 1-868-221-2939 | 1-868-628-7773  
Email: missiontt@embassyofperutt.net



**High Commission for the Republic of South Africa**

- Her Excellency Xoliswa Nomathamsanqa Ngwevela  
High Commissioner  
Address: 4 Scott Street  
St. Clair  
Port of Spain  
Phone: 622-9869 | 628-6997  
Fax: 622-7089  
Email: sahctt.general@dirco.gov.za or sahctt.consular@dirco.gov.za

**Embassy of the Kingdom of Spain**

- His Excellency Javier María Carbajosa Sánchez  
Ambassador Extraordinary and Plenipotentiary  
Address: 7th Floor, TATIL Building  
11 Maraval Road  
Port of Spain  
Phone: 625-7938 | 628-2560 | 622-1151  
Fax: 622-3032  
Email: emb.puertoespana@maec.es  
or emb.puertoespana.vis@maec.es

**High Commission for the United Kingdom of Britain & Northern Ireland**

- Her Excellency Harriet Cross  
High Commissioner  
Address: 19 St. Clair Avenue  
St. Clair  
Port of Spain  
Phone: 350-0444  
Fax: 622-4555  
Email: generalenquiries.ptofs@fco.gov.uk

**Embassy of the United Mexican States**

- Her Excellency Rosario Asela Molinero Molinero  
Ambassador Extraordinary and Plenipotentiary  
Address: 12 Hayes Street  
St. Clair  
Port of Spain  
Phone: 622-1422  
Fax: 628-8488  
Email: embttobago@sre.gob.mx

**Embassy of the United States of America**

- Mr. Shante Moore, Chargé d'Affaires

Address: 15 Queen's Park West

Port of Spain

Country: United States

Phone: 622-6371-6

Fax: 622-5905 Email: POSExecutiveOffice@state.gov

**Embassy of the Boliverian Republic of Venezuela**

- His Excellency Carlos Amador Perez Silva  
Ambassador Extraordinary and Plenipotentiary  
Address: 16 Victoria Avenue  
Port of Spain  
Phone: 627-9821 | 627-9823 | 627-9824  
Fax: 624-2508  
Email: embve.ttpsp@mppre.gob.ve

**Embassy of the Republic of Turkey**

- Her Excellency Bengü Yiğitgüden  
Ambassador Extraordinary and Plenipotentiary  
Address: #3 Scott Street  
St. Clair  
Port of Spain  
Phone: 790-2854 | 794-2465  
Email: melis.altuntas@mfa.gov.tr

**TRINIDAD & TOBAGO 'S HIGH COMMISSIONS & EMBASSIES OVERSEAS**  
**(Foreign, TT Citizens or Dual Citizens Residing outside of TT can write to these**  
**addresses/ Ambassadors or High Commissioners)**

**Embassy of the Republic of Trinidad and Tobago to the Kingdom of Belgium**

Ambassador: His Excellency Mr. Colin Connelly  
Avenue de la Faisanderie 14  
1150 Brussels  
Telephone: +32 2-762-9400 / +32 2-762-9415 (Office)  
Facsimile: +32 2 772 2783  
E-mail: info@embtrinidad.be; infobrussels@foreign.gov.tt

**Embassy of the Republic of Trinidad and Tobago, Brasilia**

Address: SHIS QL 02  
Conjunto 02, Casa 01  
Lago Sul, CEP: 71665-028  
Brasilia D.F., Brazil  
Phone: (011)-5561-3365-3466 | (011)-5561-3365-3525 | (011)-5561-3365-1132  
Fax: 011-5561-3365-3466  
Email: trinidademb@gmail.com

**High Commission of the Republic of Trinidad and Tobago, Ottawa, Canada**

Ms. Liana Sukbir, Acting High Commissioner  
Address: 200 First Avenue  
Ottawa, Ontario  
Canada K1S 2G6  
Phone: 1-613-232-2418/9  
Fax: 1-613-232-4349  
Email: hcottawa@foreign.gov.tt  
Website: <http://foreign.gov.tt/hcottawa>

**Embassy of the Republic of Trinidad and Tobago, Beijing, China**

His Excellency Stephen Seedansingh Jr., Ambassador of the Republic of Trinidad and Tobago  
Address: Villa 04-03, Section C  
Liang Ma Qiao Diplomatic Compound  
No. 7 Bei Xiao Jie, Liang Ma Qiao  
Chaoyang District, Beijing 100600  
Phone: (8610) 8532 3432  
Fax: (8610) 8532 1410  
Email: embbeijing@foreign.gov.tt

**Embassy of the Republic of Trinidad and Tobago, San José**

Address: Edificio Torre La Sabana  
Segundo Piso

Del ICE 300 metros Oeste y 25 Norte  
Sabana Norte, San José  
Phone: (011) 506-2231-0809/2505 5732  
Fax: (011) 506-2231-1244/2505 5652 | (011) 506-2505-5601  
Email: embttsanjose@foreign.gov.tt

**Embassy of the Republic of Trinidad and Tobago, Cuba**

His Excellency Dr. Lancelot Cowie, Ambassador of the Republic of Trinidad and Tobago  
Address: 5TA Avenida  
No. 6603 Entre 66 Y 68  
Miramar, Playa  
Ciudad de la Havana, Cuba  
Phone: 011 537-207-9603 | 011-537-207-9604  
Email: embhavana@foreign.gov.tt or ttmissionscuba@gmail.com

**High Commission of the Republic of Trinidad and Tobago, New Delhi**

Address: B-3/26  
Vasant Vihar  
New Delhi, 110057  
Phone: 011-9111-4600-7500  
Fax: 011-9111-4600-7505  
Email Addresses/Information & General Enquiries: hcttndinfo@foreign.gov.tt

**High Commission of the Republic of Trinidad and Tobago, Kingston**

His Excellency Deryck L. Murray, High Commissioner for the Republic of Trinidad and Tobago  
Address: 25 Windsor Avenue  
Kingston 5  
Phone: 1-876-926-5730 | 1-876-926-5739 | 1-876-968-0588  
Fax: 1-876-926-5801  
Email: hckingston@foreign.gov.tt  
Website: <http://foreign.gov.tt/hckingston>

**High Commission of the Republic of Trinidad and Tobago, Abuja, Nigeria**

His Excellency Mr. Wendell De Landro, High Commissioner for the Republic of Trinidad and Tobago  
Address: # 7 Casablanca Street (Off Nairobi Street, Off Aminu Kano Crescent), Wuse II, Abuja, F.C.T.  
Phone: 011-234-9-461-1118  
Email: hcabuja@foreign.gov.tt  
Website: <http://foreign.gov.tt/hcabuja>

**Embassy of the Republic of Trinidad and Tobago, Panama City**

Mr. Jerome C. Joseph  
Chargé d’Affaires a.i.

Address: Edificio Torre Global  
Piso 32, Oficina 3201, Calle 50 y Calle 58 Este  
Apartado 0832-00835  
Panamá City  
Phone: +507-388-5800 / +507-388-5801  
Email: embttpanama@foreign.gov.tt

**High Commission of the Republic of Trinidad and Tobago, Pretoria, South Africa**

Mrs. Avianne Gilbert, Acting, High Commissioner for the Republic of Trinidad and Tobago  
Address: 258 Lawley Street  
Waterkloof  
Pretoria, 0181  
Phone: +27-12-460-9688  
Email: hcpretoria@foreign.gov.tt

**Permanent Mission of the Republic of Trinidad and Tobago to the United Nations, Geneva, Switzerland**

Mr. Ornal Barman  
Chargé d’Affaires a.i. Address: 37-39 Rue de Vermont  
1202 Geneva

Phone: (011) 4122-918-0380 | (011) 4122-918-0390  
Fax: 011-4122-734-9138 | 011-4122-734-8826  
Email: prungeneva@foreign.gov.tt

**High Commission of the Republic of Trinidad and Tobago, London, U.K**

High Commissioner: His Excellency Orville London

Address: 42 Belgrave Square  
London, SW1X 8NT  
Phone: 01-144207-245-9351 | 01-144-207-201-9650  
Fax: 01-144-207-823-1065  
Email: hclondon@foreign.gov.tt

**Embassy of the Republic of Trinidad and Tobago, Washington D.C, U.S.A**

Permanent Mission of the Republic of Trinidad and Tobago to the Organization of American States

His Excellency Brigadier General (Ret'd) Anthony Phillips-Spencer, Ambassador of the Republic of Trinidad and Tobago

Address: 1708 Massachusetts Avenue N.W.

Washington D.C. 20036-1975

Phone: 1-202-467-6490/3

Fax: 1-202-785-3130

Email: embdcinfo@foreign.gov.tt

**Embassy of the Republic of Trinidad and Tobago, Caracas, Venezuela**

Address: No. 22-12, Quinta Poshika, 3ra Avenida, Tercera Avenida  
Entre 6a y 7a Transversales, Altamira  
Municipio Autónomo Chacao  
de Estado Miranda, Caracas  
Phone: 011-58-212-261-3748 | 011-58-212-261-5796 | 011-58-212-261-4772  
Fax: 011-58-212-261-9801  
Email: embassytt@gmail.com or embcaracas@foreign.gov.tt

**High Commission of the Republic of Trinidad and Tobago, Georgetown, Guyana**

Address: Lot 21  
Peter Rose and Lamaha Streets  
Queenstown  
Georgetown  
Phone: +592 223-2740  
Email: hcgeorgetown@foreign.gov.tt

***N.B.*** *If there are no TT embassies within the country you reside in please write to the TT Ambassador/representative to the nearest TT embassy where you reside. Example, if you live in France and you want to write, you can write to the TT High Commission in London, U.K and the TT's Permanent Mission U.N in Geneva, Switzerland.*

***ALL INFORMATION IN THIS SECTION WAS SOURCED FROM THE MINISTRY OF FOREIGN & CARICOM AFFAIRS OF TRINIDAD AND TOBAGO***

## **EVERYONE CAN WRITE LETTERS TO THE FOLLOWING ORGANIZATIONS**

### **Permanent Mission of the Republic of T&T to the United Nations, New York**

Address: 633 Third Avenue

12th Floor

New York, N.Y., 10017

Country: United States

Phone: 1-212-697-7620 Direct Line: 1-646-589-8202

Fax: 1-212-682-3580

Email: prunny@foreign.gov.tt or tto@UN.INT

To get the message out to the United Nations, the letter would have to be sent to Ms. Marina Walter, United Nations Representative for Trinidad and Tobago

it can be scanned and emailed to her assistant, Tanya Bailey, at [tanya.bailey@un.org](mailto:tanya.bailey@un.org)

### **Caribbean Multi-Country Office (Barbados)**

UN House, Marine Gardens

Christchurch, BARBADOS

Tel: +1 246 467-6000

Fax: +1 246 437-6596

Email: info.brb@unwomen.org

Website: <http://caribbean.unwomen.org/>

**UN Women** has its headquarters in New York City and works worldwide out of a number of regional, country, multi-country, and liaison offices.

### **Headquarters**

Street address:

220 East 42nd Street

New York, NY 10017

Tel: +1 646 781-4400

Fax: +1 646 781-4444

Website: [www.unwomen.org](http://www.unwomen.org)

Mailing address for postal delivery:

Name of addressee

UN Women

Room # and phone extension

United Nations Secretariat

405 East 42nd Street

New York, NY 10017-3599

Mailing address for courier service delivery:

UN Women

Room #

220 East 42nd Street

New York, NY 10017

### **Aljazeera Contact Information Link**

[Contact Us | Al Jazeera Media Network](#) [open link]

### **Women's International League for Peace & Freedom**

[Contact us – WILPF](#) [open link]

### **WILPF's Women, Peace and Security Programme**

Women's International League for Peace and Freedom,  
UN Office

777 United Nations Plaza, 6th Floor

New York, NY 10017

Telephone: +1.212.682.1265

Fax: + 1.212.286.8211

[www.peacewomen.org](http://www.peacewomen.org)

[peacewomen@wilpf.org](mailto:peacewomen@wilpf.org)

### **Office of Barbados Prime Minister- Mia Mottley**

[Contact Us – Prime Minister's Office, Barbados \(pmo.gov.bb\)](#) [open link]

**Address:** Bay Street, St. Michael

**City:** Bridgetown, Barbados

**Phone:** +1-246-535-5300 / 5348 / 5350

**E-mail:** [pmbarbados@pmo.gov.bb](mailto:pmbarbados@pmo.gov.bb)

### **Organization of the Eastern Caribbean States: Chairperson: Ralph Gonzales**

#### **OECS Headquarters in Castries**

Address: Morne Fortune, P.O. Box 179

Castries

Saint Lucia

Phone: +1 758-455-6327

+1 758-452 2194

Email: [oeecs@oeecs.int](mailto:oeecs@oeecs.int)



**The Trinidad and Tobago Association Psychologists** [Open Link Below]

[Contact Us - Trinidad And Tobago Association of Psychologists \(TTAP\) \(psychologytt.org\)](http://psychologytt.org)

**Trinidad and Tobago Unified Teachers Association:** President- **Mrs. Antonia Tehka-DeFreitas**

Trinidad and Tobago Unified Teachers' Association,  
Corner Fowler Street & Southern Main Road,  
Curepe

**Email:** gensec.ttuta@gmail.com

**Phone:** (868) 645-2134/3825 or  
663 2738

**Fax:** (868) 662-1813

**Trinidad and Tobago's Single Father's Association** [Write them so they can use their voice to urge those in authority to make swifter measures for women/girls' safety] :

[https://www.facebook.com/SingleFathersAssociationOfTrinidadAndTobago/app/305927716147259/?ref=page\\_internal](https://www.facebook.com/SingleFathersAssociationOfTrinidadAndTobago/app/305927716147259/?ref=page_internal)

President : Rhondall Feeles : [\[Rhondall Feeles | LinkedIn\]](#)

**President of Trinidad and Tobago- Her Excellency- Paula Mae Weekes**

You can write to Her Excellency at the following address:

President of the Republic of Trinidad and Tobago

Office of the President

Circular Road

St Ann's

The Republic of Trinidad and Tobago

**Telephone:** (868) 225-4687

**Email:** [otp.mail@otp.gov.tt](mailto:otp.mail@otp.gov.tt)

*If you wish to write a formal letter, you may open with 'Your Excellency'.*

## **NOT SURE WHAT TO SAY OR WRITE IN THE LETTER?- HERE ARE SOME GUIDELINES**

### **Suggested examples of Purpose of Letters;**

- Urgent Action needed on Women's Safety in Trinidad and Tobago
- Stand in Solidarity with the Women of Trinidad and Tobago
- The Need for Allies in the Fight Against Gender Based Violence
- Urgent Action Needed on Violence Against Women & Girls
- A Call for Relevant Change in Trinidad and Tobago

### **Examples of opening line of letter;**

- I am a concerned citizen/dual citizen/resident of [insert country] writing to bring to your attention of the current situation in Trinidad and Tobago, with regards to crime and particularly, violence against women.
- I am writing to bring to your attention the current situation in Trinidad and Tobago, with regards to crime and particularly, violence against women and why it should be addressed immediately.
- I am writing to humbly ask for your assistance in [standing with/supporting] the [women/citizens] of Trinidad and Tobago regarding the call for the end of gender based violence and the urgent need for internal changes for greater protection of its citizens and foreign residents from your country.

### **Examples of why this issue should not be ignored [include as many reasons as you like in the letters];**

- Over 500 women and girls have been murdered in five years. If this problem is not curtailed at its root, it can descend into chaos and significantly impact business, tourism and welfare of foreign and local citizens residing or visiting Trinidad and Tobago
- Ignoring the issue is a breach of human rights particularly for women as they do not have the freedom of expression, freedom to walk the streets without fear of harassment, kidnapping, enslavement/trafficking, death or discrimination according to the Universal Declaration of Human Rights.

- Ignoring this escalating issue will be a negligence of duty by our high office holders and their allies. Letting violence against women prevail after repeated calls of a population near and far taints the democratic blueprints of the nation and risks the probability of spiralling into a failed state.
- Trinidad and Tobago is number 6 in the world for its crime rate. This not only a problem for citizens but everyone working and visiting this nation.
- Trinidad and Tobago ranks 86 out of 180 states for corruption according to the Corruption Perception Index, thus our systems are archaic and better transparency is needed. Allies have the role of ensuring their ties with other states are met, corruption and lack of accountability is not in line with democratic values.
- 394 murders in 2020, 47 of them were women and girls. 745 people are missing in 2020 and 416 of them are women and girls according to the Trinidad and Tobago Police Service. These types of figures are cruel, immoral and measures should be put in place to curtail this.

#### **General Considerations when writing to State or Foreign Officials [IMPORTANT]**

- Always address an Ambassador or High Commissioner to a state as His/Her ‘**Excellency**’.
- If the state you are writing to does not have an appointed ambassador or High Commissioner there would be a **Charge d’Affaires**. He or she should be referred to as Mr/Miss/Mrs/Dr but **not** your Excellency. *Example*, the U.S Embassy in TT does not currently have an ambassador, as the US Government has not yet appointed a new one. Thus, if you are writing a letter to the U.S Embassy’s official during this time, you will be writing to Charge d’ Affaires, Mr. Shante Moore.
- Do not write obscenities, colloquialisms or threats in your letter.
- Your letter is not required to be long. It can be simple and straight to the point.
- Ensure once you have written your letter you proof read it for grammatical errors.
- Ensure your signature is there at the end of the letter.
- Ensure your letter is converted to a pdf file so it cannot be tampered with. Here is a link that converts word files to downloadable pdf files. [[click here](#)]
- These suggestions are solely for guidance purposes. You are free to write your letter in a way you are comfortable.

Here are two visible examples of letters

## POPI QWABE & BONGEKA PHUNGULA, SOUTH AFRICA

*Dear Minister*

*It has been three years since Popi Qwabe and Bongeka Phungula were shot dead. Both aged in their twenties, the two young women were talented drama students with brilliant futures ahead of them.*

*But their dreams were cut short one night in May 2017 when they were killed, and dumped by the side of a road. The police investigation that followed was riddled with mistakes: a bloodstained taxi was recovered but the forensics and autopsies were never published. As a result, key suspects were released due to lack of evidence.*

*Popi and Bongeka's families want answers and demand justice. You can help them by ensuring a prompt, thorough, fair and impartial investigation into the murders.*

*Impunity for acts of gender-based violence cannot continue.*

*Yours sincerely*



Minister of Police  
Private Bag X463  
Pretoria 0001  
South Africa

[Very simple request; A letter to a Government Minister: Sourced from Amnesty International's Right to Write Kit]

]

October 13, 2012

The Honorable Mr. David Jacobson  
Ambassador of the United States of America  
The Embassy of the United States of America  
490 Sussex Drive  
Ottawa, Ontario  
K1N 1G8

RE: Your speech at the Weston Hotel's 40th Anniversary

Dear Honorable Ambassador,

I would like to extend my thanks to you for your excellent speech, marking the 40th anniversary of the historic Weston Hotel. It was truly an honor to have you with us, and your presence made the celebration all the more memorable.

For me, your gracious attendance at the celebration reaffirms the true strength of Canadian-American relations. To have such a strong, productive relationship is a great source of reassurance.

As you know, the Weston Hotel is rather close to the border between our two countries, and visitors from the United States form a large part of our clientele. To have such deep connections between the two countries can only do the hotel good.

Moreover, the efforts you have undertaken to improve Canadian-American tourist relations are exemplary. I know for a fact that my fellow hoteliers find your work extremely commendable. For my part, I can do nothing but express the same admiration.

To close, I would again like to express my gratitude and to congratulate you on the remarkable progress you've made to strengthen the bilateral relations between Canada and America.

Please know that I hope for nothing but your continued success.

Sincerely yours,

Robert Anders Weston

Letter to an Ambassador about a Speech: Sourced from Google

## **Letter Templates [Downloadable & Editable]**

1. Letter Template to Ambassador/ High Commissioner/President of a State [[click here](#)]
2. Letter Template to Charge D’Affaires/President of an Organization/C.E.O [[click here](#)]

## **CLOSING REMARKS [PLEASE READ]**

If you need **any assistance with writing letters** or information on the situation regarding women's safety or GBV in Trinidad and Tobago please contact [\*\*abjusticett@gmail.com\*\*](mailto:abjusticett@gmail.com)

All information in this document has been sourced from the relevant government websites and has not been fabricated.

Letter Templates attached in this document were created by [S.Albert].

Individuals are encouraged to write using their own writing style. The information in this document has been curated solely as a **guidance** mechanism for the use of the wider public and specifically the international audience.

This document holds no political affiliation.

Individuals are free to circulate this document for letter writing and information purposes towards women's safety, gender based violence in Trinidad and Tobago and the need for judicial reform, gender justice, education and policy from the state.

Civil Society Organizations wanting to claim this document, or the information compiled in this document as theirs can do so once proper credit is given. **Plagiarism is not ethical** regardless of the cause/ campaign you are promoting. Collaboration, honesty and empowerment are the pillars needed in this fight for change. 😊

Please continue to let your voices be heard. Change in Trinidad and Tobago can only come through persistence. Let's not give up but.... **Keep writing.**

**END**