Request to make a representation to a Parole Board

The Chairperson Correctional Supervision and Parole Board
(Name of the Board)
Private Bag X
(City)
(Postal code)
Request to make a representation to the CSPB
I herby request to be afforded the opportunity to make a representation when the possible placement of the mentioned offender is being considered as I was the <i>complainant</i> (<i>victim</i>) or <i>immediate relative of deceased complainant</i> (delete where not applicable):
Name of offender:
Offence committed:
Case number:
Date of sentence:
Name of sentencing court:
My address for purposes of further communication is as follows:
Mr/ Ms(Full names and surname)
(Provide full address including postal code)

I would appred	ciate it if t	he Board	could inforr	n me	timeously	before	the me	entioned	offender's
placement will	be consid	dered in or	der to affor	d me t	the opport	unity to	prepa	re a repr	esentation
for consideration	on by the E	Board.							

I understand that I will receive instructions to guide me in preparing an appropriate representation. Furthermore, I undertake to inform the Parole Board of any address changes.

Yours sincerely
Signature:
Date: