

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 hereby 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 **complainant (victim)** or **immediate relative of deceased complainant (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)

ID number:.....

I would appreciate it if the Board could inform me timeously before the mentioned offender's placement will be considered in order to afford me the opportunity to prepare a representation for consideration by the 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:.....