**NAME OF YOUR - COMMUNITY POLICE FORUM**

****Phone: xxx-xxx-xxxx / Email: yyyyyy@yyyyyyy.co.za / address of station

**Date:** [Insert Date]

**To:** [Name of Donor/Sponsor]  
[Company/Organization Name]  
[Address], [City, Postal Code]

**Subject: Request for Sponsorship/Donation in Support of Community Policing Initiatives**

Dear [Madam/Sir],

On behalf of the [Name of the CPF] we extend our sincere gratitude for your support of community-driven initiatives that enhance safety, security, and social upliftment in our area. In line with our mandate to foster partnerships between the community and the police, we are seeking sponsorships or donations for our upcoming project/event:

**[Insert Project/Event Name]**, scheduled for **[Insert Date]**.

This initiative is designed to [briefly describe the purpose of the project/event, e.g., address social crime prevention, promote youth development, combat substance abuse, support domestic violence victims, etc.]. Your valuable contribution will directly impact efforts to create a safer and more empowered community.

**Sponsorship Guidelines and Compliance**

As per Chapter 23 of the Uniform CPF Constitution 03/2024, all donations and sponsorships must adhere to the following principles:

* No CPF Member may solicit or accept sponsorships/donations without the necessary written authority.
* Sponsorships must align with ethical standards and must not compromise the integrity of the CPF, the South African Police Service (SAPS), or the Department of Police Oversight and Community Safety.
* Any conditions attached to sponsorships and donations shall be reviewed by the relevant authorities before acceptance. No exceptions. Conditions placed on sponsorships and donations are generally not allowed.
* All contributions will be declared, recorded, and utilized strictly for the approved purpose.

**Acknowledgment of Contribution**

Should you wish to support this initiative, please complete the acknowledgment section below. You are encouraged to retain a copy of this signed document as official confirmation and receipt, for your records.

**Sponsor Information:**  
I, **[Full Name]**, authorised to represent **[Company/Organization Name]**, located at **[Address]**, hereby contribute:

* **Monetary donation:** R \_\_\_\_\_\_\_\_\_\_\_\_
* **Goods/Services:** [List items, quantity, and estimated value – must estimate value]

**WITHOUT EXPECTATION OF FAVOUR OR RETURN**

**Acknowledgment & Agreement:**

**Sponsor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Received by CPF Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your generous sponsorship will make a meaningful difference in our community. Should you require any further information, please do not hesitate to contact us.

**Yours sincerely,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:[CHAIRPERSON]**  
**[Full Name]**  
[Contact Information] / [Email Address]