

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Probation Violation

I hope this letter finds you well. I am writing to formally address the recent notice I received regarding the alleged violation of my probation conditions.

[Briefly outline the nature of the violation, including specific dates, actions, and any relevant circumstances].

I sincerely apologize for my actions and take full responsibility for my decisions. [Optional: Explain any factors that contributed to the violation, if relevant].

I am committed to rectifying this situation and ensuring compliance with all terms of my probation moving forward. [Mention any steps you have taken or intend to take to address the violation].

Thank you for your attention to this matter. I appreciate your consideration and understanding. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or wish to discuss this matter further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]