

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Probation Officer's Name]  
[Probation Office Address]  
[City, State, Zip Code]

Dear [Probation Officer's Name],

Subject: Probation Violation Acknowledgment

I hope this letter finds you well. I am writing to formally acknowledge the violation of my probation terms, which occurred on [specific date]. I understand that my actions have consequences, and I take full responsibility for my behavior.

[Briefly explain the circumstances surrounding the violation, including any relevant details that may provide context.]

I deeply regret my actions and am committed to making amends. To ensure this does not happen again, I am taking the following steps:

1. [Step one: e.g., attending counseling, enrolling in a rehabilitation program, etc.]
2. [Step two: e.g., participating in community service, meeting with a mentor, etc.]
3. [Step three: e.g., regularly checking in with my probation officer, monitoring my compliance, etc.]

I sincerely apologize for my actions and the impact they may have on my probation standing. I appreciate your understanding and support as I work through this process. I am eager to demonstrate my commitment to compliance moving forward.

Thank you for your attention to this matter. I look forward to your guidance on the next steps.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]