

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Probation Officer's Name]
[Probation Department]
[Department Address]
[City, State, Zip Code]

Dear [Probation Officer's Name],

Subject: Letter of Appeal for Probation Violation

I hope this letter finds you well. I am writing to formally appeal the recent decision regarding my alleged probation violation.

I understand the seriousness of this matter and would like to present my perspective for your consideration. On [date of violation], I [describe the nature of the violation] due to [provide reasons, e.g., unforeseen circumstances, misunderstanding, etc.]. I take full responsibility for my actions and sincerely regret any violations of the terms set forth.

Since this incident, I have taken proactive steps to rectify the situation, including [list any steps taken, such as attending counseling, completing outreach programs, etc.]. I am committed to complying with all probation conditions moving forward and would be grateful for the opportunity to demonstrate my dedication to rehabilitation.

I kindly request a reconsideration of the consequences stemming from this violation. I believe that with your support, I can continue making positive strides in my life and honor the terms of my probation.

Thank you for taking the time to review my appeal. I appreciate your understanding and look forward to your favorable response.

Sincerely,
[Your Name]