

[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],
I hope this letter finds you well. I am writing to formally request leniency regarding my recent probation violation that occurred on [date of violation]. I understand the seriousness of my actions and the impact they have not only on my probation status but also on my personal development and commitment to rehabilitation.

I take full responsibility for my actions and would like to explain the circumstances that led to this violation. [Briefly explain the circumstances, any personal challenges, or extenuating factors that contributed to the violation.]

Since the violation, I have taken concrete steps to address the underlying issues and demonstrate my commitment to complying with the terms of my probation. [Mention any relevant programs, counseling, or community service you have engaged in since the violation.]

I respectfully ask for your understanding and consideration in this matter. I truly want to make amends and prove that I am dedicated to becoming a positive member of the community. I am committed to complying with all future requirements and ensuring that I do not encounter any further issues.

Thank you for taking the time to read my letter. I appreciate your consideration and support as I work to move forward constructively.

Sincerely,

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