

[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]

Subject: Request for Reconsideration of Probation Violation

Dear [Probation Officer's Name],

I hope this letter finds you well. I am writing to formally request a reconsideration of my recent probation violation [Case Number, if applicable].

On [date of violation], I was notified of the violation, which was due to [briefly explain the circumstances surrounding the violation]. I understand the seriousness of this matter and take full responsibility for my actions.

I would like to provide context regarding my situation. [Explain any relevant circumstances, challenges, or changes in your life since the violation occurred. Mention any steps taken to rectify the behavior, such as counseling, community service, or other positive changes.]

I truly value the opportunity that probation provides for rehabilitation and reintegration into society. I am committed to complying with all terms moving forward, and I have taken [concrete steps you have implemented since the violation, e.g., attending therapy, joining community programs].

I kindly request that you consider my circumstances and the efforts I have made as you evaluate my case. I believe that remaining on probation would allow me to continue my personal growth and contribute positively to my community.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]