

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

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

Subject: Clarification Regarding Probation Violation

Dear [Probation Officer's Name],
I hope this letter finds you well. I am writing to provide clarification regarding the probation violation notice I received on [date of notice]. I appreciate the opportunity to address this matter and explain my circumstances.

1. ****Description of Incident****:

On [date of incident], I was cited for [briefly describe the nature of the alleged violation].

2. ****Explanation****:

[Provide a detailed explanation of your side of the story, including any relevant circumstances or evidence that may clarify the situation.]

3. ****Commitment to Compliance****:

I want to assure you that I fully understand the importance of adhering to the terms of my probation. [Mention any steps you have taken or plan to take to prevent future violations.]

4. ****Request for Consideration****:

I respectfully ask for your understanding and consideration of my situation as we proceed. I am committed to fulfilling my probation requirements and making positive changes in my life.

Thank you for taking the time to read my letter. I appreciate your support, and I am available for a meeting should you require further discussion regarding this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]