

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

Dear [Probation Officer's Name],

RE: Response to Probation Violation Notice

I hope this letter finds you well. I am writing to address the notice of probation violation dated [insert date of notice]. I understand the seriousness of the situation and wish to present my perspective regarding the alleged violations.

First, I would like to clarify the circumstances surrounding the reported violation(s). On [insert date], it was alleged that [briefly describe the violation]. However, I would like to provide context to this situation.

[Explain your circumstances, providing any evidence or witnesses, if applicable].

Furthermore, I am committed to complying with all conditions of my probation and have taken proactive steps to ensure that this will not happen again. [Mention any relevant action you have taken, such as attending counseling, community service, or completing educational programs].

I sincerely apologize for any distress this may have caused and assure you of my dedication to making positive changes in my life. I kindly request your understanding and support as I navigate this process.

Thank you for your attention to this matter. I am willing to meet and discuss this further at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]