

[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: Probation Violation Notification

Dear [Probation Officer's Name],

I hope this letter finds you well. I am writing to formally address the recent violation of my probation terms.

On [date of violation], I [describe the incident or violation]. I understand that this action is not permitted under the conditions set forth in my probation agreement.

I take full responsibility for my actions and recognize the importance of adhering to the stipulations of my probation. I am committed to rectifying my behavior and continuing to make positive changes in my life.

I would appreciate the opportunity to discuss this matter with you further and explore possible steps I can take to demonstrate my commitment to compliance moving forward.

Thank you for your attention to this matter. I look forward to your guidance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]