

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

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

Dear [Probation Officer's Name],

Subject: Probation Violation Response

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

[Explain the circumstances surrounding the violation, including any relevant details and context. Be honest and straightforward in your explanation.]

I understand the seriousness of this matter, and I take full responsibility for my actions. I am committed to [mention any steps you have taken or will take to rectify the situation, such as attending counseling, completing community service, etc.].

I appreciate your understanding and support during this challenging time. I am eager to demonstrate my commitment to complying with the terms of my probation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]