

[Your Name]
[Your Title]
[Your Department/Agency]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Probation Violation Notification

I am writing to formally notify you of a violation of the terms of your probation agreement. This letter serves as official documentation of the incident(s) that have led to this determination.

Details of the Violation:

- Date of Violation: [Date]
- Description of Violation: [Brief description of the violation]
- Relevant Terms of Probation: [List specific terms that have been violated]

As a consequence of this violation, you are required to [list any consequences or required actions, such as attending a hearing, meeting with a probation officer, etc.]. Please be aware that failure to comply with these requirements may lead to further action, including the possibility of revocation of probation.

You are encouraged to contact my office at [Phone Number] or [Email Address] to discuss this matter further. A hearing has been scheduled for [Date of Hearing], at [Time], which will take place at [Location]. Your attendance is mandatory.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title]