

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

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

Dear [Recipient's Name],

Re: Probation Violation Sanction

I hope this letter finds you well. After careful consideration of your recent actions and the terms of your probation, we must address a violation that has been identified.

Details of the Violation:

- Date of Violation: [Date]
- Description of Violation: [Brief description of the violation]

As a result of this violation, we are imposing the following sanctions:

- Sanction 1: [Description of sanction]
- Sanction 2: [Description of sanction, if applicable]

These measures are intended to uphold the terms set forth in your probation agreement and to support your rehabilitation process. It is crucial that you take this matter seriously and comply with the outlined sanctions.

Please be advised that failure to adhere to these sanctions may result in further action, including possible revocation of probation. We encourage you to reach out should you have any questions or require assistance as you work through this process.

Thank you for your attention to this important matter.

Sincerely,

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