

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

Dear [Probation Officer's Name],

Re: Response to Probation Violation Notice

I am writing in response to the probation violation letter I received on [date of letter]. I appreciate the opportunity to address the concerns outlined in the notice.

I acknowledge [briefly explain the nature of the violation, e.g., missed meeting, curfew violation, etc.]. I understand the importance of adhering to the terms of my probation and take full responsibility for my actions. Since the incident, I have taken steps to rectify my mistakes, including [mention any actions taken, such as attending counseling, seeking employment, or attending support groups]. I am committed to complying with all probation requirements moving forward.

I genuinely regret any inconvenience this may have caused and am eager to demonstrate my commitment to adhering to the terms of my probation. I would appreciate the opportunity to discuss this matter further and share the positive steps I have taken since the violation.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]