

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Probation Office/Court Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to address the recent violation of my probation terms that occurred on [date of violation]. I sincerely apologize for my actions and understand the seriousness of this situation.

The circumstances surrounding my violation were [briefly explain circumstances, e.g., a momentary lapse in judgment, unforeseen circumstances]. I take full responsibility for my actions and have reflected deeply on the impact they have on my probation and my commitment to rebuilding my life.

To ensure that this does not happen again, I have taken specific steps, including [mention any actions taken, such as attending counseling, seeking employment, etc.]. I am committed to adhering strictly to the terms of my probation moving forward.

I appreciate your understanding and support as I work to fulfill my obligations and demonstrate my commitment to making better choices.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]