

[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]

Subject: Addressing Probation Violation

Dear [Probation Officer's Name],

I hope this message finds you well. I am writing to formally address the recent violation of my probation, which occurred on [date of violation]. I acknowledge the circumstances that led to this violation and take full responsibility for my actions. Specifically, [briefly explain the nature of the violation]. I understand the seriousness of my actions and the impact they may have on my probationary status.

Since the incident, I have taken proactive steps to ensure compliance moving forward, including [mention any relevant programs, counseling, or community service you are involved in]. I am committed to making this right and demonstrating my dedication to fulfilling the terms of my probation.

I respectfully request a meeting to discuss my situation further and to explore possible steps I can take to rectify this issue. Thank you for your understanding and support during this time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Case Number, if applicable]