

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

Dear [Probation Officer's Name],

Subject: Response to Probation Violation Notice

I hope this letter finds you well. I am writing in response to the notice of probation violation dated [insert date of notice], pertaining to my case [insert case number].

I acknowledge the issues outlined in the notice regarding [briefly state the nature of the alleged violation]. I understand the importance of adhering to the terms of my probation and want to assure you that this was not my intention.

To address the situation, I have taken the following steps:

1. [Outline specific actions taken to rectify the violation, e.g., attending counseling, complying with curfew, etc.]
2. [Mention any support systems or resources you are engaging with.]
3. [Express your commitment to adhering to probation requirements moving forward.]

I sincerely apologize for any inconvenience my actions may have caused and appreciate your understanding. I am committed to making positive changes and demonstrating my dedication to fulfilling my probation requirements.

Thank you for your consideration. I look forward to your response and am willing to discuss this matter further if necessary.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]