



<Title> <Forename> <Surname>  <Postal_Address>	<Reply Address>
	Team / Ref: X028317 / <REF>
	Date: <LETTERDATE>

Dear <Forename> <Surname>

**<Warning Type>**

<b>DETAILS OF FAILURE TO COMPLY – :</b>  Under the terms of your <Sentence Type>, you failed to comply with the following requirement and or condition:				
<Requirement Type>  <Requirement Type>	On or between Date(s)	<Date1> <Date2>  <Date1> <Date2>	Reason	<Reason>  <Reason>
<b>THIS FAILURE TO COMPLY IS UNACCEPTABLE</b>				

As part of your Court Order, Licence and or Post Sentence Supervision you are required to attend ALL appointments at the time and place you were told to, actively join in and follow all reasonable instructions given. If for good reason you were unable to attend an appointment, you agreed to tell your Responsible Officer AND provide supporting evidence of your reason (s) beforehand. If for good reason you were not able to do this beforehand, you agreed to do this as soon as possible after and within **5 working days of the failed appointment** for your reason (s) to be considered.

**WHAT SHOULD I DO NOW?**

You must contact me immediately to explain your reason (s) AND provide me with acceptable supporting evidence for your breach, by <Response Date>. If you do not provide me with an

acceptable reason and acceptable supporting evidence by this date, your failure to comply will remain as a breach of this Order.

**Please note:** If you fail to comply with ANY requirement and or condition of your <Sentence Type> on <Compliance Details>, you could be returned to Court for breach action.

In this event, you will be sent a letter from the Court summoning you to appear for breach on the date and time specified in the letter. If you fail to attend you risk being arrested.

The letter will be sent on paper headed with the crest below and titled '**SUMMONS**'



If any of this is not clear, please speak to me as soon as possible on <OM Phone>

As well as any other instruction already given, your next appointment is with <Next Contact Officer>

Place: <Next Contact Location>

Date: <Next Contact Date>

Time: <Next Contact Time>

Yours sincerely,

<OM Name>

Responsible Officer

**OFFICIAL**