Probation Office

Probation Street

Mr X

Any Road

Any Town

XX1 1XX

05/08/2021

File ref: B345678

Dear X,

**DECISION NOT TO RECALL**

I am writing to you because you have breached your licence conditions in such a way that your risk is assessed as increased/contact with your probation practitioner has broken down/ your risk is assessed as increased and contact with your probation practitioner has broken down.

This breach has been discussed with a Probation manager and a decision has been made that you will not be recalled to prison. This letter explains this decision. If you have any questions, please contact me.

*[How they have breached their licence conditions and why this is problematic]*

*[Rationale not to recall]*

*[Their views and progress to date]*

*[Actions going forward]*

I hope our conversation and/or this letter has helped to clarify what is required of you going forward and that we can continue to work together to enable you to successfully complete your licence period.

Your next appointment is by telephone/video call/office visit/home visit on:

**Monday 9th August 202X at 2:00pm**

You must please contact me immediately if you are not able to keep this appointment. Should you wish to discuss anything before then, please contact me by the telephone number above.

Yours sincerely,

Probation Practitioner/Senior Probation Officer/Head of PDU

Region