[Date]

**Letter of Explanation (Full Name as per your passport, UCI: XXXXXX [if available])**

Dear Officer,

I am applying for [insert type of application e.g. a study permit] and would like to provide additional information to support my application.

**[Subheading]**

[Explanation]

**[Subheading]**

[Explanation]

Enclosed are the following supporting documents:

1. Copy of my immigration document in [X country]
2. Next supporting document
3. ….

Sincerely,

[Full name]

[Phone number]

[Email address]

[Mailing address]

***Disclaimer****: this is a guideline and is provided for sample purposes only. Please edit to suit your circumstances as necessary; be sure to only provide truthful and accurate information in your application.*