

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Immigration Office or Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Letter of Explanation Regarding Immigration Issues

Dear [Recipient's Name],

I am writing to provide an explanation for [briefly state the issue, e.g., "my recent visa application denial" or "the delay in my residency renewal process"].

[Paragraph 1: Provide a detailed account of the situation. Include specific dates, actions taken, and reasons for any issues that arose.]

[Paragraph 2: Clarify the circumstances surrounding the issue. Explain any misunderstandings or errors, and provide supporting details that may help clarify your situation.]

[Paragraph 3: Describe any actions you have taken to remedy the situation or any measures you plan to take moving forward. Mention any supporting documentation you have attached.]

I appreciate your consideration of this matter and hope for a favorable resolution. Thank you for your attention to my situation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Immigration Case Number (if applicable)]