

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Visa Officer's Name]
[Consulate/Embassy Name]
[Address]
[City, State, Zip Code]

Dear [Visa Officer's Name],

Subject: Letter of Explanation for GBA Visa Application

I am writing to provide clarification and additional information regarding my application for a GBA (Greater Bay Area) visa. My intention is to demonstrate my genuine purpose for applying and to address any concerns that may arise during the assessment of my application.

1. **Purpose of Travel**

I plan to [describe the purpose of your visit, e.g., employment, business meetings, family visit, etc.]. This trip is essential for [explain why this purpose is important, e.g., job commitment, business opportunity, personal reasons, etc.].

2. **Duration of Stay**

My intended stay in the Greater Bay Area is from [start date] to [end date], during which I will [detail your activities, e.g., work, meetings, exploration, etc.].

3. **Financial Support**

I have attached supporting documents to prove my financial stability, including [list documents, e.g., bank statements, salary letters, etc.].

4. **Accommodation Arrangements**

I have arranged accommodation at [provide details about your accommodation].

5. **Ties to Home Country**

I have strong ties to my home country, including [mention family, employment, property, etc.], which ensure my return following my visit. I trust this letter provides the necessary clarification regarding my GBA visa application. Thank you for your attention and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]