

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

[Recipient's Name]  
[Designation]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, ZIP Code]

Subject: Letter of Explanation for HP Visa Application

Dear [Recipient's Name],

I am writing to provide additional information and clarification regarding my application for the HP Visa, submitted on [Submission Date].

[Paragraph 1: Briefly introduce yourself and state the purpose of your letter.]

[Paragraph 2: Explain any specific circumstances that need clarification, such as gaps in employment, discrepancies in documents, or any other relevant issues.]

[Paragraph 3: Provide supporting evidence or documentation, if applicable, to strengthen your case.]

[Paragraph 4: Reiterate your commitment and intention regarding the HP Visa and express your gratitude for their consideration.]

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]