

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

UK Visas and Immigration

[Address of the relevant UK office]

Dear Sir/Madam,

Subject: Letter of Explanation for [Application Type/Reference Number]

I am writing to provide clarification regarding my application for

[specific visa type, e.g., Skilled Worker Visa] submitted on [submission date].

[Paragraph 1: Brief introduction about yourself and the purpose of your application.]

[Paragraph 2: Clearly state the reason for your explanation, such as any discrepancies, missing documents, or changes in circumstances.]

[Paragraph 3: Provide detailed explanations or justifications for the issues mentioned, including relevant dates, events, or any additional information.]

[Paragraph 4: Reiterate your commitment to complying with UK immigration laws and your intentions for your stay in the UK.]

Thank you for considering my application. I appreciate your understanding and look forward to your favorable response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Date of Birth]

[Your Nationality]