

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Explanation

I hope this letter finds you well. I am writing to provide an explanation regarding [specific issue or item, e.g., discrepancies in my credit report, employment gaps, etc.].

[Explain the situation in detail, providing necessary context and any relevant dates, figures, or documentation to support your claims].

To ensure clarity, I would like to summarize the key points:

- [Point 1]
- [Point 2]
- [Point 3]

I appreciate your understanding in this matter and am more than willing to provide any additional information if required. Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]