

[Your Name]

[Your Address]

[City, State, Postcode]

[Email Address]

[Phone Number]

[Date]

[Immigration New Zealand Office Address]

[City, State, Postcode]

Subject: Explanation Letter for Immigration Issue

Dear [Immigration Officer's Name/To Whom It May Concern],

I am writing to address the concerns related to my immigration application for [type of visa/application] submitted on [submission date]. I understand that there are issues that need clarification, and I would like to provide the necessary information to assist in resolving this matter.

[Provide a brief introduction about yourself and your background relevant to the application.]

The specific issue at hand is [describe the issue clearly and concisely, including any reference numbers or relevant details].

To elaborate, [provide a detailed explanation of the circumstances surrounding the issue, including any supporting facts or information that can clarify the situation].

I acknowledge the importance of compliance with immigration laws and policies, and I am committed to providing any further documentation or information you may require. Please find attached [list any documents you are attaching to support your explanation, if applicable].

I appreciate your attention to this matter and am hopeful for a positive resolution. Kindly let me know if there are any additional steps I should take or further information I can provide.

Thank you for considering my explanation. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application Reference Number (if applicable)]