

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Letter of Explanation

Dear [Recipient's Name],

I am writing to provide clarification regarding [specific issue or situation, e.g., a recent transaction, application, or discrepancy]. The reason for this situation is [briefly explain the background or context]. I understand how this may have raised concerns and I want to assure you that [provide any relevant details or actions taken]. To resolve this matter, I have [explain any steps taken or solutions implemented]. I appreciate your understanding and patience in this situation.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]