

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

VFS Global

[Office Address]
[City, State, Zip Code]

Subject: Letter of Explanation for Visa Application

Dear Sir/Madam,

I am writing to provide a letter of explanation regarding my visa application submitted on [Date of Application], under [Type of Visa] for [Purpose of Travel].

1. ****Background Information****

A brief introduction about yourself, including your nationality, current occupation, and reason for applying for the visa.

2. ****Details of the Situation****

Explanation of any discrepancies, missing documents, or issues related to your application that require clarification, including dates and relevant details.

3. ****Supporting Documents****

List of any documents attached to support your explanation, such as bank statements, employment letters, or travel itineraries.

4. ****Commitment and Assurance****

A statement assuring the VFS Global of your intent to comply with visa regulations and return to your home country after your visit.

Thank you for your attention to this matter. I appreciate your understanding and consideration of my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Passport Number] (optional)