

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

[Recipient's Name]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Explanation for Delays in Visa Application

Dear [Recipient's Name],

I am writing to provide an explanation regarding the delays in my visa application (Application Reference Number: [insert reference number]).

[Briefly explain the reasons for the delay, e.g., unforeseen circumstances, additional documentation required, etc. Be honest and concise.]

I have since taken steps to address these issues by [mention any actions taken, e.g., submitting additional documents, seeking advice, etc.].

I appreciate your understanding and patience in this matter. I am eager to resolve any outstanding issues and look forward to the continuation of my visa application process.

Thank you for your consideration.

Sincerely,
[Your Name]