

[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]

Subject: Letter of Explanation for XDR File

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide an explanation regarding the XDR file submitted on [Submission Date].

Upon review, it has come to my attention that [briefly explain the issue or reason for the letter, e.g., discrepancies, missing information, etc.]. This arose due to [explain the cause, e.g., a misunderstanding, technical issue, etc.].

To rectify this matter, I [explain the steps taken or to be taken to address the issue, e.g., gathered additional documents, revised the file, etc.]. I have attached [mention any additional documents, if applicable] for your reference.

I appreciate your understanding and patience regarding this matter. If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for your attention to this situation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title, if applicable]
[Your Company, if applicable]