

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

[Recipient's Name]
[Immigration New Zealand]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Explanation Regarding [Your Immigration Matter]

I am writing to provide an explanation regarding [specific reason for the letter, e.g., my visa application, character concerns, etc.].

[Insert a brief introduction about yourself, including your background and purpose for moving to New Zealand.]

[Explain the circumstances surrounding the issue at hand. Be clear, concise, and factual. Provide any relevant dates, events, and your perspective on the matter.]

[If applicable, mention any supporting documents that you have attached or referred to that can help clarify your situation.]

[Reiterate your commitment to complying with New Zealand laws and express your desire to make a positive contribution to the community.]

Thank you for considering my explanation. I appreciate your time and understanding. Please feel free to contact me if you require any further information or clarification.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]