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# Explanatory Letter Sample

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**Date:** [Insert Date]

**From:**

[Your Name]

[Your Position or Role]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

**To:**

[Recipient's Name]

[Recipient's Position or Role]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

**Subject:** Explanation of [Topic or Situation]

**Dear [Recipient's Name],**

I am writing to provide clarification regarding [topic or situation]. It has come to my attention that there may be some confusion or misunderstanding, and it is important to me to ensure that you have all the necessary information.

**[Provide a detailed explanation of the situation. Include any relevant dates, specific details, and any contributing factors that led to the situation.]**

**I appreciate your understanding and patience as we navigate this situation. I am committed to ensuring transparency and am available should you have any further questions or need additional information.**

**Thank you for your attention to this matter.**

**Sincerely,**

**[Your Full Name]**

**[Your Signature (if sending a hard copy)]**