**Explanatory Letter Sample**

**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)]**