

# Letter Of Explanation Template

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[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**Subject: Explanation Regarding [Specify the Issue or Situation]**

**Dear [Recipient's Name or 'To Whom It May Concern'],**

I am writing to provide a detailed explanation concerning [briefly state the issue or situation needing clarification]. This letter aims to address all related inquiries and to clarify the circumstances for your understanding.

## **Background:**

- Detail 1: [Explain the situation that leads to the need for this letter]
- Detail 2: [Further details]

## **Detailed Explanation:**

- Point 1: [Description]
- Point 2: [Description]

## **Supporting Documentation: (if applicable)**

- [Document 1]
- [Document 2]

Please do not hesitate to contact me at the above telephone number or email address if you require any further information or clarification.

**Sincerely,**

**[Your Signature]**

**[Your Printed Name]**