**Letter Of Explanation Template**

**horizontal line**

**[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]**