

Letter of Explanation

TO:

FROM:

Subject Letter of Explanation Regarding

Dear

I am writing to provide an explanation regarding . This letter is intended to clarify the relevant facts and provide any information necessary to assist with your review or consideration of this matter.

The circumstances giving rise to this explanation are as follows:

Following the event, I took the following actions to address the matter:

These actions were undertaken in good faith to resolve the issue promptly and responsibly.

I acknowledge that this matter may require additional clarification. To the best of my knowledge, the information provided in this letter is complete, accurate, and truthful. If any further information or supporting documentation is required, I am willing to provide it upon request.

I respectfully ask that this explanation be considered when reviewing my application, request, account, record, or other matter related to this correspondence.

Thank you for your time and consideration. Please contact me if you require any additional information or documentation.

Sincerely,

Sender

Name:

Date: