

[Date]

Letter of Explanation (Full Name as per your passport, UCI: XXXXXX [if available])

Dear Officer,

I am applying for [insert type of immigration document Ex. study permit] and would like to provide additional information to support my application.

[Subheading]

[Explanation]

[Subheading]

[Explanation]

Enclosed are the following supporting documents:

1. Supporting document [X]
2. Next supporting document
3.

Sincerely,

[Full name]

[Phone number]

[Email address]

[Mailing address]