[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]