

{Your name}
{Your address}
{Your phone Number}

Subject: Letter of Explanation – {Appropriate Section}

Attached: (1) {document name 1}, (2) {document name 2}, (3) {document name 3}

{City, Date}

Dear Officer,

I am writing you this letter to explain some points that might have caught your attention when considering the attached documents relating to {Appropriate Section}. Please find the explanations below:

{Problem statement and Explanation 1}
{Problem statement and Explanation 2}
{Problem statement and Explanation 3}

I am willing to provide you with any additional documents that will be useful for the processing of my work permit.

Thank you in advance for the time devoted to the processing of my visa.

{ Your Name}
{ Your Email address}
{ Your Signature}