Letter Of Explanation

**What is a Letter of Explanation?**

A letter of explanation is way to describe additional factors or include additional documents in your Canadian immigration applications. A letter of explanation is required to explain any gap in your studies, part-time studies, or anything unusual about your studies when applying for a study permit extension or Post-Graduation Work Permit. It can also be used to explain pending documents you intend to submit as soon as you have obtained them for an initial study permit application.

*A Letter of Explanation might include the following:*

* The purpose of your application,
* Any issues you would like to explain or that the assessment officer might find useful,
* Supporting documents, screenshots or any other proof to support your explanation,
* Additional employment or educational history if you have run out of space in your application

Upload your Letter of Explanation under 'Client Information' in the 'Optional Documents' section of your online document’s checklist on your IRCC Secure Account.

Letter of Explanation Template  
  
[Date]

**Letter of Explanation (Full Name as stated on passport, UCI: XXXXXX [if available])**

Dear Officer,   
  
I am applying for [insert type of application] and would like to provide additional information to support my application.   
  
**[Subheading]**   
[Explanation]

**[Subheading]**   
[Explanation]   
  
Enclosed are the following supporting documents:

1. Supporting documentation (if applicable)
2. Supporting documentation (if applicable)

Sincerely,   
[Full name]   
[Phone number]   
[Email address]   
[Mailing address]