ImmiSearch

# Letter of Explanation

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Thanks for downloading this resource.

Immisearch.ca

# Guide to Letters of Explanation (LoE)

**What is an explanation letter?**

An explanation letter is used to explain particulars of your application that may raise questions or concerns from an immigration officer. Letters of explanation (LoE) can be used to help immigration officers understand your circumstances to leave the guesswork out of your application. Letters of explanation are important tools at your disposal because it is your responsibility to prove that you are eligible to immigrate through the program of choice.

**When to use an explanation letter?**

If you understand the qualifying criteria for your applications and the program objectives, you may be able to identify weaknesses in your application that may raise questions or concerns from the officer. Keep in mind that providing an explanation does not guarantee acceptance by the immigration officer. You will still need to meet all the qualifying criteria of your immigration program and satisfy the officer with supporting evidence. There are various instances when you should submit an LoE but here are 3 common examples:

1. You may be required to submit letters from your financial institution in a specific format. If the letter that you received does not meet the format fully and the institution is unable to provide the proper format, you can write a letter of explanation.
2. If you weren't able to get in contact with a previous employer to obtain a reference letter. You should exhaust all options to get in contact with your previous employer but if all else fails, you may be able to submit payslips along with a letter of explanation to ask for an exception.
3. Some countries may require a 'request letter' from IRCC to issue a police clearance check. You may include a letter of explanation to explain that you are awaiting this document from IRCC and that you will upload the police clearance check as soon as you obtain it.

Note: Attach additional documents if necessary to help support your explanation.

**Considerations when writing a Letter of Explanation**

- You are creating a summary for the immigration officer to understand your situation better.
- Be clear and concise without leaving important details out!
- Maintain a positive attitude in your letter. Positivity can be contagious.
- Use standard / correct written English (i.e.no slang or abbreviations, no "CAPITALIZATION" and be respectful.

**Find LoE templates and samples below**



This is not a legal document. The information here is a general guide to give you an idea how to write your letter of explanation. If you require professional services, you can search for certified licensed immigration consultants on ImmiSearch.ca. Please see https://www.canada.ca/en/services/immigration-citizenship.html to read the appropriate guidelines and instructions for preparing your application.
(Prepared on:July 9, 2021)

**Letter of Explanation Template**

[Your Address]
[DATE]

[Receiver Address]

**Re:** **Letter of Explanation - [Explanation Topic]**
**[First Name] [Last Name]**
**Date of Birth: [ ]**
**UCI: [ ]**
**File # (if applicable): [ ]**

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Dear Officer:

I am applying for [Application Type] and would like to provide additional information regarding [Explanation Topic]

[Explain the situation as mentioned above]

[Do you have a request for the officer? Insert your request here]

Enclosed are the following supporting documents (if applicable):

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please feel free to contact me at [e-mail address] or [phone number] should you require any further information.

Sincerely,

[Full Name]
Phone Number: **[ ]**
E-mail: **[ ]**

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**Letter of Explanation Sample**

1234 Example St, Vancouver, BC, V5Y 1A1
Jul 9, 2021

CPC – Ottawa
Immigration, Refugees and Citizenship Canada
219 Laurier Avenue West
Ottawa, ON K1A 1L1

**Re: Letter of Explanation - Singapore Police Clearance**
**Kevin Lee**
**Date of Birth: Jul 9, 1990**
**UCI: [ ]**
**File # (if applicable): [ ]**

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Dear Officer:

I am applying for permanent residency under the Canadian Experience Class (CEC) as per my invitation to apply.

As per the directions on the IRCC website, I am awaiting the request letter from IRCC to obtain my Singapore police clearance. I will include the letter in my application to the Singapore police to obtain this document and forward it to your office as soon as it is available.

Please feel free to contact me at info@ImmiSearch.ca or 123-456-7891 should you require any further information.
Sincerely,

Full Name: Kevin Lee
Phone Number: 123-456-7891
E-mail: info@ImmiSearch.ca

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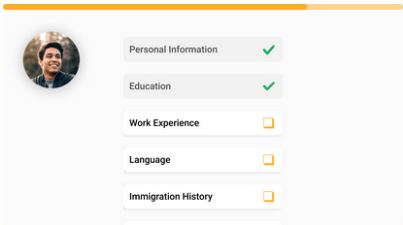
# ImmiSearch

Help immigrants achieve their dreams

# Express Entry Made Easy

Maximize your immigration success rate with a licensed immigration consultant from start to finish - all while saving thousands of dollars.




## Simple forms and questions

We simplify the application process and save you 30+ hours on document preparation and research.

## You get a certified immigration consultant

You get an expert Regulated Canadian Immigration Consultant (RCIC) to review your application for completeness and red flags.

## 3 anti-rejection checks

You get 3 separate anti-rejection checks on your application to catch errors and red flags. Reduce your risk of rejection by doing it right the first time.

Learn more

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Contact us

info@immisearch.ca