

LETTER OF EXPLANATION

[YOUR FULL NAME]; [UCI: xxxxxxxxxx]; [Date of Birth: YYYY-MM-DD]

[Date]

Dear IRCC Processing Officer,

First paragraph – Brief introduction about yourself and an overview of your situation. For example – My name is [first name, last name]. I am a student at SAIT enrolled in [name of your program]. **OR** I recently completed [name of your program] at SAIT. I am submitting a [Study permit/PGWP/ TRV] application and I am writing this letter to provide additional information in support of my application.

Second paragraph – Address specific points that you wish to provide an explanation about.

Include a heading to address what you wish to provide an explanation about e.g. Enrolment during scheduled break period (Fall 2024)

Brief explanation you wish to provide about the specific situation. Be concise when providing this explanation.

Include a second heading to address what you wish to provide an explanation about

Brief explanation you wish to provide about the specific situation. Be concise when providing this explanation.

Enclosed with this letter, you will find (if applicable):

- Document name
- Document name

Thank you for your time and consideration. If any additional documents or information is required from my end, please do not hesitate to contact me.

Yours sincerely,

[YOUR FULL NAME]

[ADDRESS]

[EMAIL]

[PHONE NUMBER]

Do not include the information below on your explanation letter.

Disclaimer: This document should be used as a guideline when drafting a letter of explanation. Student to make any necessary edits and include only truthful information in their application. Please note that no customized letters will be created for your initial study permit extension/ PGWP application.