

## EXPLANATION LETTER

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## Introduction

The explanation letter deals with the particular prototype of letter that is used for explaining any situation or the circumstances as the answer of something being asked. Most of the time under any circumstances you may be asked for some explanation about something and you need to be very careful while answer through an explanation letter. Improper statement or the improper way to put the statement may lead you to some kind of miscommunication. The explanation letter helps you in the better way to make yourself prepare for an interview.

## Explanation Letter Tips

There are few things that you need to keep in mind while writing an explanation letters. Those are:

- Brief description should be provided with detail without glorifying the fact.
- Explain the step or the initiatives taken by you to make it correct.
- Emphasize your present situation with the fact.
- Explain the possible end of the situation or the problem.
- Provide the proper and truthful information so that if one asks for the document you should not found you in the false position.

## Sample Explanation Letter

Explanation letter to the bank:

Vincent Cooper,

ABC bank,

Loan number: XXXXXXXXXX

Date: 6/8/13

Subject: [explanation letter for EMI delay]

To,

The bank manager,

ABC bank.

Dear Sir,

I would like to put this letter as explanation to your kind notice that presently I am dealing with huge financial crisis as I have lost my last job due to some specific reason. Right now I am entirely jobless and in this situation I am really helpless and unable to pay back the monthly EMI for the loan I had taken from your bank last year for my car. I am trying hard to get another job and make the situation normal as soon as possible. But you know in this recession it is tough to get another job on short period of time.

It does not need anything to say as you know me very well and I hope you can recognize that I have a very good history for my paying bills. I was never late in my payment. I will pay everything I owe but now all I can ask for is little bit cooperation with me so I can overcome the situation real soon.

I hope this situation is temporary and will last long in the future and I hope you to cooperate a bit so you can provide me a plan with minimal payment or no payment for next few months. I know you have some plan of repayment in your account and hope if you consider my problem and handle this with iron hand that will be real grateful.

Thanking you.

Your sincerely

Vincent Cooper

## Explanation Letter Template

(\_\_\_\_Your Name\_\_\_\_)

(\_\_\_\_Your Address\_\_\_\_)

Date: \_\_\_\_\_

Subject: [\_\_\_\_\_]

To,

Whom it may concern

I would like to put this into your kind attention that in the present time I am going through with  
(\_\_\_\_\_ state your problem \_\_\_\_\_) and because of this I am  
unable to (\_\_\_\_\_ explain the problem\_\_\_\_\_)

I have a good history (\_\_\_\_\_ provide the detail of yours in regards to the problem\_\_\_\_\_).

I hope this situation is temporary and I will overcome it soon as (\_\_\_\_\_ provide the detail of  
the steps you have taken and your future expectations\_\_\_\_\_)

Thanking you.

Sincerely

Your signature

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