

## Letter of Explanation (LOE)

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### What is a Letter of Explanation?

A Letter of Explanation (LOE) is a document written in a letter format that you may choose to write for yourself to support an Immigration, Refugees and Citizenship Canada (IRCC) application, like a study permit extension or post-graduation work permit (PGWP) application. The purpose of an LOE is to help inform the immigration officer of your specific situation in a clear manner so that the officer can consider all provided materials in their assessment.

### When to use a Letter of Explanation?

You may submit an LOE to provide additional information or address specific circumstances you want to disclose to the immigration officer. An LOE can address various situations such as:

- Clarifying and responding to questions or concerns from an immigration officer
- Detailing when you took a Scheduled Break and how you met KPU's definition for Scheduled Break
- Addressing gaps or part-time enrolment from full-time studies for PGWP application
- Detailing an Authorized Leave from studies
- Explaining an unusually long time to complete a program of study
- Accounting for missing or expired documents
- Addressing any non-compliance with conditions and requirements
- Any other relevant situation requiring clarification

### Writing Tips

When writing your letter please consider following points:

- The LOE should generally be kept to one to two pages.
- Clearly state the purpose of the letter and provide the context to the immigration officer.
- If applicable, include a timeline of events to outline your situation.
- Maintain a positive or neutral tone, stick to the main points, and avoid going off topic.
- Address concerns directly. Avoid making excuses or placing blame.
- Use standard written English. Check for grammar, spelling, and punctuation.
- Ensure that this letter is concise, clear, genuine and consistent with the evidence you provide.
- Enclose a summary of your supporting documents at the end of your letter.

### How to submit a Letter of Explanation?

Compile the LOE and its supporting documents (if any) into one file and upload it in the 'Client Information' section under 'Optional Documents' of your online application.

### What is supporting documentation, and should I include it with my LOE?

Supporting documents may come from third parties such as individuals, health practitioners, or organizations involved and/or can attest to your situation(s) directly. It can be beneficial, especially if the information you are explaining involves specific details or circumstances that can be demonstrated or elaborated on through this documentation. Including relevant supporting documents can strengthen your explanation and provide additional evidence to support your claims.

## Sample LOE Letter

Remember to adjust the template to fit your specific situation and the details you need to explain. It is important to maintain a professional and respectful tone throughout the letter. Additionally, make sure to include accurate contact information and any relevant application or case numbers.

*The following is only a sample. You must write the letter of explanation yourself.*

[Date]

Subject: Letter of Explanation for XXXX (type of immigration document applying for)

Applicant: Your Full Name

DOB: MM-DD-YY

UCI number: XXXXX

Dear Officer,

I hope this letter finds you well. I am writing to provide an explanation for [describe the purpose of the explanation]. I am [briefly introduce yourself, your background, and your current situation, e.g., an international student pursuing a [insert name of credential] at KPU.

I wish to address the concerns and provide additional context regarding the following matters:

- [Explain the first issue you're addressing]: [Provide a clear and concise explanation of the issue, including any relevant details. If applicable, reference any supporting documents you're attaching]
- [Explain the second or subsequent issues as necessary]: [Provide a clear and concise explanation]

I have attached supporting documents that I believe will help clarify these matters. Please find the following documents attached:

- [List of Supporting Documents for Issue #1]
- [List of Supporting Documents for Issue #2]

If you require further information or clarification, please do not hesitate to contact me at [your email address and phone number].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Address]

[Your phone number]

[Your email address]

Enclosures: [List the enclosed supporting documents]