

# Letter of Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to address the unintended variations that have occurred in [describe specific context, e.g., project scope, deliverables, etc.]. We acknowledge that these variations were not anticipated and may have caused confusion.

The primary reasons for these deviations include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We are actively working to resolve these issues by [describe steps being taken]. Our goal is to ensure that we [state purpose of resolutions, e.g., meet project timelines, maintain quality standards].

Thank you for your understanding and support. Please feel free to reach out should you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]