

# Letter of Explanation for Overseas Employment Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to provide an explanation regarding my application for overseas employment authorization to participate in a volunteer program in [Country/Location]. I am deeply committed to making a positive impact in the community through my volunteer work, which aligns with my personal values and professional goals.

The organization I will be working with, [Organization Name], focuses on [Brief Description of the Organization's Mission]. As a [Your Role/Position], my responsibilities will include [Brief Description of Duties]. This experience will not only allow me to contribute to meaningful projects but also gain valuable skills and insights that will enhance my future career.

Participating in this program requires an overseas employment authorization, as I will be engaging in work that supports the mission of the organization. I understand the importance of adhering to immigration regulations and assure you that I will comply with all necessary guidelines during my time abroad.

Thank you for considering my application. I look forward to the opportunity to contribute positively and gain invaluable experience in [Country/Location]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]