**Upload your Letter of Explanation under 'Client Information' in the 'Optional Documents' section of your online document’s checklist on your IRCC Secure Account.**

**Your Full Name**

**Your Address**

**City, Province, Postal Code**

**Email Address**

**Phone Number**   
**UCI:**  
  
**Immigration, Refugees and Citizenship Canada (IRCC)**  
**Case Processing Centre in Edmonton**  
**c/o Study permits, Station 101**  
**9700 Jasper Avenue NW, Suite 55**  
**Edmonton, AB T5J 4C3**

**Date**

**Subject: Letter of Explanation**

Dear Assessing Officer,

My name is **Your Full Name,** and I am currently enrolled in **Your Program** at Trent University.

I am applying for **type of application** and would like to provide additional information to support my application.   
   
**Subheading**   
**Explanation**

**Subheading**   
**Explanation**

I appreciate your understanding and consideration of my request. Please feel free to contact me if you require any further information or documentation.  
  
Enclosed are the following supporting documents:

1. **Supporting documentation (if applicable)**
2. **Supporting documentation (if applicable)**

Yours sincerely,

**Your Full Name**