



[Name]
[Address]
[Phone Number]

Subject: Summary Letter – [Application Type]

Attached: (1) [document name 1], (2) [document name 2], (3) [document name 3]

[City, Date]

Dear Officer,

I am writing you this letter to explain some points that might have caught your attention when considering the attached documents relating to [Appropriate Section]. Please find the explanations below:

- [Problem statement and Explanation 1]
- [Problem statement and Explanation 2]
- [Problem statement and Explanation 3]

I am of course at your disposal to provide you with any additional documents that you deem useful for the processing of my [application type]

Thank you in advance for the time devoted to the treatment of my [application type].

[Name]

Signature