Sample Canada Visitor Visa Letter of Explanation

[Applicant's Full Name]

[Residential Address]
[City, Country]
[Email Address]
[Telephone Number]

[Date]

To: Immigration Officer
Immigration, Refugees and Citizenship Canada (IRCC)

Subject: Letter of Explanation in Support of My Canada Visitor Visa Application

Dear Visa Officer,

I am writing to provide additional information in support of my application for a Canadian visitor visa. I intend to visit Canada from 10 June 2027 to 25 June 2027 for tourism and sightseeing.

During my visit, I plan to spend time in Toronto and Montreal, explore their attractions and experience Canadian culture. I intend to stay in hotels during my trip and have included details of my proposed travel arrangements with my application.

I am currently employed as a Marketing Officer at [Company Name], where I have worked since March 2022. My monthly salary is [Amount and Currency]. My employer has approved my annual leave for the proposed travel period, and I am expected to resume my duties on 28 June 2027. I have included my employment confirmation letter and other relevant employment documents to support this information.

I will personally finance my visit using my employment income and personal savings. I have sufficient funds available to cover my accommodation, transportation, meals, sightseeing activities and return journey. My bank statements and other relevant financial documents have been included with my application.

I also have ongoing professional and personal commitments in [Country of Residence]. These include my employment and family responsibilities. I intend to return after my holiday to resume my work and continue with my regular responsibilities. My proposed visit is temporary, and I intend to leave Canada before the end of my authorised stay.

I have included the relevant supporting documents, including my employment confirmation, financial records and proposed travel itinerary. I respectfully request that the information in this letter and the accompanying documents be considered as part of the assessment of my application.

Thank you for your time and consideration.

Yours faithfully,

[Applicant's Full Name]
[Passport Number, if appropriate]

The sample should not be copied without making the necessary changes. An applicant visiting a family member, for example, should replace the tourism and self-funding explanations with details about the host, their relationship and the financial arrangements. Someone whose employer is paying for the trip should explain that arrangement and provide relevant evidence.