**[Date]**

**[Addressee's Name]  
[Position]  
[Company Name]  
[Address]**

RE: Response to Notice to Explain dated **[date of NTE]**

Dear Mr./Ms. **[Last Name]**:

I am writing in response to the Notice to Explain dated **[date]** regarding **[brief description of the alleged violation]**.

After carefully reviewing the allegations, I would like to provide the following explanation:

**[Provide a clear, factual account of your side, addressing each allegation specifically]**

To support my explanation, I am attaching the following documents:

1. **[Document description]**
2. **[Document description]**
3. **[Document description]**

I believe the above explanation and supporting documents clarify the circumstances of the incident. I hope this helps in your fair evaluation of the matter.

I remain committed to my responsibilities and to upholding company policies. Should you require any additional information, I am willing to discuss this matter further.

Respectfully yours,

**[Your Signature]  
[Your Printed Name]  
[Position]  
[Contact Information]**