**Letter Of Explanation Address Verification**

**[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**Subject: Address Verification Explanation**

**Dear [Recipient's Name or 'To Whom It May Concern'],**

**I am writing to clarify the discrepancies in the addresses listed on my recent applications/documents. This is to ensure that my records with your organization are updated and accurate.**

**Address Details:**

* **Previous Address: [Old Address]**
* **Current Address: [Current Address]**
* **Reason for Change: [Reason for moving]**

**Explanation of Discrepancies:**

* **Point 1: [Description]**
* **Point 2: [Description]**

**I have attached [list any documents, like previous utility bills, lease agreements, etc.] to verify my address history. I apologize for any confusion this may have caused and appreciate your efforts to rectify this matter.**

**Sincerely,**

**[Your Signature]  
[Your Printed Name]**