

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]