

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

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Letter of Explanation for Address Discrepancy - [Your Application/Account Number]

To Whom It May Concern,

I am writing this letter to provide an explanation regarding the discrepancy between the addresses listed on my application and the supporting documents provided.

The address listed as [Old/Incorrect Address] appears on my [Name of Document, e.g., ID or Utility Bill] because [Reason: e.g., I recently moved, I use a P.O. Box for mail, or clerical error].

I wish to confirm that my current and primary residential address is:

[Full Current Address]

I have attached the following documents to verify my current residency:

- [Document 1, e.g., Recent Lease Agreement]
- [Document 2, e.g., Current Utility Bill]
- [Document 3, e.g., Updated Government ID]

I hope this clarifies the matter. Should you require any additional information or further documentation, please do not hesitate to contact me at [Your Phone Number].

Sincerely,

[Signature]

[Your Printed Name]