
Letter of Explanation Address Verification

John Doe

123 Maple Street

Anytown, CA 90210

john.doe@example.com

April 23, 2024

Ms. Jane Smith

Verification Officer

Anytown Verification Services

456 Verification Way

Anytown, CA 90210

Dear Ms. Smith,

I am writing to provide clarification regarding the discrepancies in the addresses listed on my recent application submitted to your organization, as requested.

Explanation of Address Discrepancies: The primary address listed on my application, 123 Maple Street, Anytown, CA 90210, is my current residence where I have been living since January 2022. The secondary address, 456 Oak Avenue, Anytown, CA 90211, appearing on some documents, pertains to my previous residence, where I lived until December 2021.

Reason for Multiple Addresses: The reason for the discrepancy is that some of my financial documents and identification were issued when I resided at the Oak Avenue

address. I have since updated most of my records to reflect my current address, but some documents submitted may still show the old address.

Documentation Provided: Attached to this letter are copies of my driver's license, recent utility bills for both addresses, and my lease agreement for 123 Maple Street, which all corroborate the timeline of my residency at these addresses.

Current Status: I have taken steps to ensure all my records are consistent and updated. Going forward, you should only see my current address, 123 Maple Street, on all future documents and communications.

Please feel free to contact me at (123) 456-7890 or via email at john.doe@example.com if you require further information or additional documentation. I appreciate your attention to this matter and look forward to resolving any concerns you may have promptly.

Thank you for your understanding and cooperation.

Sincerely,

John Doe