Name of the sender

Address of the sender

Date:

**Subject: Letter of explanation for address variation**

Dear Mr. XYZ,

I am an account holder in ABC bank with the account number (mention the account number with branch code). I have received a letter from the bank yesterday asking me to explain the address variation that has been pointed out in my statement. Therefore, I am writing the explanation letter in response to that letter.

This letter will explain the address variation that you have seen in my credit report:

1. I have mentioned two different addresses on the document I submitted to the bank by mistake. Since I have moved to a new city, there are lots of documents where the change of address was required.
2. I was intended to change the address at all the places wherever my old address was mentioned. However, there were some places where there was still a need to change it.
3. I could not change the address at all the places and therefore, caused my details to look ambiguous.

I am sorry to cause you this kind of inconvenience. I am hereby clearly mentioning here that my address in Boston was a real address that I want the bank to consider for any kind of correspondence in the future. I hope that you have understood the entire situation and find no problem in bringing modifications to the letter. In case you have anything to ask, you can contact me.

Sincerely

signatures