Date

Name of Receiver

Address of Receiver

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

Dear Sir/Madam,

I am (tell your name) and an account holder in your bank with the account number (state your account number). I received a letter from the bank asking me to explain why there is an address discrepancy in my statement. I am writing this letter in response to this.

I mentioned two different addresses by mistake. I have moved to a new address and there are many documents where this change of address was needed. I intended to change the address wherever my old address was given. But, there are some places where I still need to change it. I was not able to change the address on the document I submitted to your bank therefore it made my details look ambiguous.

I am sorry for the inconvenience that has been caused due to this. My address is (tell me what your address is clearly). I want the bank to use this address for any type of correspondence in the future. If there is anything that you want to ask me, you can contact me at (give your phone number).

Sincerely

(Your Name)

Signatures