Date:

To

[The Recipient]  
[Designation]  
[Company Name]

Dear [Recipient Name]

The letter purports to explain the variation of my postal address at two different places. I have received a show-cause notification on 18th June 20XX, according to which I am asked to explain the variation of address at two different places. The variation of address is genuine, and both the addresses are valid. By writing this letter, I intend to justify, explain, and validate the address variation.

I received a letter from OPUS California in which the authorities asked me to show the cause behind address variation on my National Identity Card and my documents submitted for the mortgage. The address on my NIC is P-090 Lupus Residencia, Levies Street, San Diego, California. On the other hand, my address on my mortgage documents is Dolphin High Street, Norma Alley San Diego CA 98000.

Both addresses are valid. I have lived from 2000-2017 at the address that has been mentioned in my NIC and from 2017 to 20XX I have lived at the address that I have mentioned for mortgage documents. I am living in a joint family and therefore my family decided to buy another house in San Diego to expand our space of sharing. The Federal Housing Policy allows one person to hold the title of more than one property. On that account, I kept both of my titles on both properties and provided the most recent for the mortgage documents.

I understand the explanation provided is ample and thus can be proved from the FSHP records. For more, you can contact me at +1-[X] or email me at [EMAIL].

Regards

Zed Oliver Ike  
San Diego, CA, USA