Date:

To

[The Recipient]  
[Designation]  
[Company Name]

**Re. Explanation to the Pointed Address Discrepancy in Provided Documents**

Dear Sir,

I am David Nelson and I hold a savings account in your bank i.e., Linux Hill Bank, San Francisco with account number 3241110021041. Recently I submitted a few documents for the approval of the Spenser Loan to the bank. I received an email from the bank yesterday in which authorities had pointed out some address discrepancy at my end at the time of submission of the documents. I was asked to write a letter of explanation to the bank for the mentioned address variation.

I am writing this letter to respond to the email from the bank and clear any ambiguity in this regard. I had been living in the city of New York since 2005. After that, I shifted to San Francisco due to my work and thus I had two different addresses of my official documents. I started living in San Francisco permanently and bought the house in 2019. Therefore, there is an address variation in the official documents I submitted to the bank.

My two addresses are the following:

1. Seventh Street, 540 Tolstoy Road, San Francisco CA USA
2. 1001 James Street Model Town NYC CA USA

My former address i.e., address (i) is my current station and I have been living here since 2019. The other address i.e. (ii) is now being used as a vacation station or second home. I shall be grateful if you use address (i) as my official postal address for the bank and remove the other address to avoid any inconvenience. I also apologize for any inconvenience or trouble brought by my address discrepancy. For more, you can write to me at [EMAIL] or call me at +1-[X]. Thank you.

Regards

David Nelson  
Seventh Street, 540 Tolstoy Road  
San Francisco CA, USA.