**Date:**

**To**

**[The Recipient]  
[Company Name]**

**Dear [Recipient],**

**Re. Letter of Explanation of Reservations Expressed by Underwritten Mortgage**

Dear Sir/Madam,

This letter serves as a response to the letter of inquiry questioning a few elements in my application for a credit loan.

Firstly, my designation has been questioned. The designation stated on my job portal is different from the designation mentioned on my job proof provided. That happened on the account of my promotion. I have been promoted from Assistant Manager to General Manager Finance by the company authorities whereas it has not been updated on the job portal of the company that can be called as negligence of the IT department of the company. (I have attached the print of the email sent to the IT for update).

Second, it has been notified that the address varies in two of the documents. That simply has been caused by the shift from one area to another and the update lag in those documents. (Proof of my postal address has also been attached).

Please let me know if I need to explain anything further. You can contact me at [EMAIL] or dial +1-[X]. Thank you.

Regards

Jenny Dunster  
General Manager Finance  
RPCS Groups  
Y-403 Electron Heights, Boston  
CA, USA