

# Authorized Billing Change Confirmation

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

This letter is to confirm the recent changes made to your billing information as authorized by you on [Insert Date of Authorization]. The details of the changes are as follows:

## **Previous Billing Information:**

Account Number: [Previous Account Number]

Billing Address: [Previous Billing Address]

## **New Billing Information:**

Account Number: [New Account Number]

Billing Address: [New Billing Address]

If you have any questions or concerns regarding this change, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]