

# Billing Details Amendment Request

Date: [Insert Date]

To,

Customer Service Department,  
[Telecom Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Amendment of Billing Details for Account Number [Your Account Number]

Dear Customer Service Team,

I am writing to request an amendment to the billing details associated with my account. Below are the current billing details along with the requested changes:

## Current Billing Details:

- Account Name: [Your Account Name]
- Billing Address: [Your Current Billing Address]
- Phone Number: [Your Phone Number]

## Requested Amendments:

- New Account Name: [New Account Name]
- New Billing Address: [New Billing Address]
- New Phone Number: [New Phone Number]

I would appreciate it if you could process this request at your earliest convenience. Please confirm the amendment via email or contact me at the phone number listed above.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Email Address]  
[Your Phone Number]