

Correction Request for Billing Address

To: Customer Service Department

Telecom Company Name

Address

Date: [Insert Date]

Dear Customer Service,

I am writing to formally request a correction to the billing address associated with my account. My account details are as follows:

Account Number: [Your Account Number]

Current Billing Address: [Current Incorrect Address]

Correct Billing Address: [Correct Address]

Upon reviewing my recent bills, I noticed that my billing address is incorrect, which may lead to future confusion. I kindly ask that you update your records accordingly to reflect the correct address.

Please confirm once this correction has been made. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]