

John Doe
123 Main Street
Springfield, IL 62701
Email: johndoe@example.com
Phone: (555) 123-4567

Date: [Insert Date]

Customer Service Department
[Telecommunications Company Name]
[Company Address Line 1]
[Company Address Line 2]

Dear Customer Service Team,

I am writing to formally address an issue regarding inaccurate billing address associated with my account ([Your Account Number]). Recently, I noticed that my billing statements have been sent to an incorrect address: [Incorrect Address].

The correct billing address should be as follows:

[Your Correct Address]

I kindly request that you update your records to reflect my accurate billing address to avoid any further discrepancies. Please confirm the change at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
John Doe