

Request for Clarification on Billing Address

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the billing address associated with my account.

My account details are as follows:

- Account Number: [Your Account Number]
- Full Name: [Your Name]
- Email Address: [Your Email]

Recently, I have noticed some discrepancies in the billing address on my recent invoices. The address listed is:

[Incorrect Billing Address]

However, the correct billing address should be:

[Correct Billing Address]

Could you please update my account with the correct billing address and confirm once this has been done? Your assistance in this matter is greatly appreciated.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Date]