

Notification of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Acknowledgment of Billing Address Change Request

Dear [Recipient Name],

We would like to acknowledge receipt of your request to change your billing address.

Your new billing address has been recorded as follows:

[New Address]

If you have any questions or require further assistance, please feel free to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]