

Billing Address Change Confirmation

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm that your billing address has been successfully updated in our records. The new billing address is as follows:

New Billing Address:

[Street Address]

[City, State, Zip Code]

If you did not request this change or if you believe this information is incorrect, please contact our customer service team immediately at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]