

Notification of Billing Address Adjustment

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that we have successfully updated your billing address in our records. The new billing address is as follows:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

[Country]

If this change was made in error or if you have any questions, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]