

Receipt for Billing Address Change Request

Date: [Date]

Dear [Customer Name],

Thank you for your request to change your billing address. This letter serves as a receipt to confirm that we have received your request.

New Billing Address:

[New Billing Address]
[City, State, ZIP Code]

Previous Billing Address:

[Previous Billing Address]
[City, State, ZIP Code]

Your request is being processed and will take effect within [X] business days. If you have any questions or need further assistance, please do not hesitate to contact us 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]