

Reminder: Update Your Billing Address

Dear [Customer Name],

We hope this message finds you well. Our records indicate that your billing address has not been updated in some time. To ensure accurate billing and timely delivery of your orders, we kindly request that you take a moment to update your billing address.

Please log in to your account at [Website URL] or contact our customer service team at [Customer Service Phone Number] to make the necessary changes.

Thank you for your attention to this matter.

Best regards,

[Your Company Name]

[Your Company Contact Information]