

# Billing Address Update Summary

Dear [Recipient's Name],

We are writing to confirm the update of your billing address as per your recent request. Below are the details of the updated billing address:

## Updated Billing Address:

[Your Name]  
[Street Address]  
[City, State, Zip Code]  
[Country]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Contact Information]