

# Amendment Request for Billing Address

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request an amendment to my billing address as it appears to be incorrect in your records. My account number is [Your Account Number].

The incorrect billing address currently on file is:

[Incorrect Billing Address]

The correct billing address should be:

[Correct Billing Address]

Please update my billing address accordingly and confirm the changes at your earliest convenience.

Thank you for your attention to this matter. If you have any questions, please feel free to contact me.

Sincerely,

[Your Name]