

Dear [Recipient's Name],

This letter is to confirm the update of the billing address associated with your account.

New Billing Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]