

Notice of Inaccurate Billing Address

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service/Recipient Name],

I am writing to bring to your attention an issue with the billing address associated with my account. Recently, I received a bill at an incorrect address, which I believe may have been caused by an error in your records.

My correct billing address is as follows:

[Correct Billing Address]
[City, State, Zip Code]

Please update your records accordingly to ensure that all future correspondence and billing statements are sent to the correct address.

Thank you for your prompt attention to this matter. If you need any further information to assist with this change, please do not hesitate to contact me.

Sincerely,
[Your Name]