

Rectification of Billing Address

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to bring to your attention an error regarding my billing address associated with my account.

Current Billing Address:

[Incorrect Billing Address]

Correct Billing Address:

[Correct Billing Address]

I kindly request that you update your records with the correct billing address at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this correction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]