

Billing Address Update Notice

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that we have received information regarding an incorrect billing address associated with your account.

Current Billing Address:

[Current Address]

Correct Billing Address:

[Correct Address]

Please confirm if the above address is correct or provide the updated address if needed. Timely updates will help us ensure you continue to receive your bills and other important correspondence without any issues.

Thank you for your attention to this matter. If you have any questions or need assistance, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]