

Letter of Acknowledgement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to acknowledge the mistake regarding your billing address associated with your account. We sincerely apologize for any inconvenience this may have caused.

We are currently reviewing the details and will ensure that the correct billing address is updated in our records. Your new billing address is confirmed as:

[Correct Billing Address]

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]