

Billing Address Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the billing address associated with your account. Please verify that the following information is correct:

Billing Address:

[Insert Billing Address]

[City, State, Zip Code]

If the information above is accurate, no further action is needed. However, if there are any discrepancies, please contact us at [Insert Contact Information] within [Insert Time Frame] to update your information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]