

Correction of Billing Address

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention an issue regarding my billing address on your records. My billing address appears to be incorrect, which has resulted in my account receiving inaccurate statements.

The correct billing address should be:

[Correct Billing Address]

[City, State, Zip Code]

I kindly request you to update my billing address in your records at the earliest convenience to prevent any future billing discrepancies.

Thank you for your attention to this matter. Please confirm that the correction has been made.

Sincerely,

[Your Name]