

# Dispute Regarding Billing Address Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company's Customer Service Department],

I am writing to formally dispute an issue with my billing address associated with my account [Account Number]. It has come to my attention that the billing address listed on my account is incorrect and does not reflect my current address.

The incorrect billing address is: [Incorrect Address]

My correct billing address is: [Correct Address]

I kindly request that you update my billing address in your records to avoid any further discrepancies. Attached are copies of [any supporting documents, if applicable] to verify my correct address.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the change.

Sincerely,

[Your Name]