

# Notification of Change in Billing Information

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that there has been a change in your billing information associated with your account.

## **New Billing Information:**

- Billing Address: [Insert New Billing Address]
- Payment Method: [Insert New Payment Method]
- Account Number: [Insert Account Number]

If you did not make this change or if you have any questions, please contact our customer service team at [Insert Customer Service Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]