[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

Subject: Important Update Regarding Our Billing Department Contact Information

Dear [Customer Name],

We are writing to inform you of a change to our Billing Department's contact details. To ensure your inquiries and payments are handled efficiently, please use the following information for all future billing-related communications:

New Billing Phone Number: [Phone Number]
New Billing Email Address: [Email Address]
Mailing Address for Payments: [Mailing Address]

Our office hours remain [Hours of Operation, e.g., Monday - Friday, 9:00 AM to 5:00 PM].

Please update your records accordingly. There is no change to your current account status or payment schedule. If you have any pending questions regarding your recent invoices, please reach out to us via the new contact methods listed above.

Thank you for your continued business.

Sincerely,

[Your Name/Department Head]
[Company Name]