

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

[Date]

[Customer Name]
[New Billing Address]
[City, State, Zip Code]

Subject: Confirmation of Billing Address Change

Dear [Customer Name],

This letter is to confirm that we have successfully updated the billing address for your account, ending in [Last 4 Digits of Account/Reference Number], as per your recent request.

Your new billing information is as follows:

New Billing Address:
[Street Address]
[City, State, Zip Code]

All future invoices and billing correspondence will be sent to this address effective immediately. Please note that this change may take one billing cycle to appear on your printed statements.

If you did not authorize this change, or if the information above is incorrect, please contact our customer service department immediately at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Name/Signature]
[Job Title]
[Company Name]