

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

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

Subject: Confirmation of Mailing Address Change

Dear [Customer Name],

This letter is to confirm that we have successfully updated the mailing address for your account, [Account Number], as per your recent request.

All future correspondence, including billing statements and notices, will now be sent to the following address:

[New Mailing Address]
[City, State, Zip Code]

If you did not authorize this change or if there is an error in the information provided above, please contact our customer service department immediately at [Phone Number] or via email at [Email Address].

Thank you for keeping your account information up to date.

Sincerely,

[Name/Department]
[Company Name]