

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

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Billing Information Revision

Dear [Client Contact Name],

We are writing to formally notify you of a change regarding our corporate billing and payment information. Please update your records to reflect the following changes, effective as of [Effective Date].

Updated Billing Details:

- **Company Name:** [Correct Legal Entity Name]
- **Billing Address:** [New Billing Address]
- **Tax ID / VAT Number:** [Tax ID Number]
- **Accounts Receivable Email:** [Email Address]
- **Phone Number:** [Phone Number]

Updated Payment Instructions (If applicable):

- **Bank Name:** [Bank Name]
- **Account Holder:** [Account Name]
- **Account Number:** [Account Number]
- **Routing / Swift Code:** [Code Number]

Please ensure that all future invoices, correspondence, and payments are directed to the updated details provided above. Any invoices currently in process should be updated if possible to avoid delays in payment processing.

If you have any questions regarding these changes, please contact our billing department at [Billing Department Email] or [Phone Number].

Thank you for your prompt attention to this matter and for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]