

Apology Letter for Wrong Billing Address Used

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position, if applicable]

[Company/Organization Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to sincerely apologize for the recent error regarding the billing address used in our previous correspondence and transactions with your organization. We have become aware that invoices and communications were mistakenly sent to an incorrect billing address, which may have caused inconvenience or delays in your payment processing.

Please allow us to express our regret for any disruption this may have caused. We value your business relationship and recognize the importance of accurate information in maintaining seamless operations and trust between our organizations.

To rectify this mistake, we have updated our records to reflect your correct billing address as follows:

[Correct Billing Address]

[City, State, ZIP Code]

We have taken additional steps to ensure that all future invoices and correspondence will be sent to this correct address. If you notice any further discrepancies or have any questions, please do not hesitate to contact me directly at [Your Email] or [Your Phone Number].

Again, please accept our sincere apologies for this oversight. We look forward to continuing our valued partnership and appreciate your understanding in this matter.

Yours sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Contact Information]