

## Sample Adjustment Letter for Billing Address Error

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request to Correct Billing Address

Dear [Recipient Name],

I am writing to inform you of an error in my billing address recorded in your system, which has resulted in incorrect invoice dispatch and may lead to unnecessary delays in payment processing.

Below are my details for your reference:

- **Account Number:** [Your Account Number]
- **Incorrect Billing Address on Record:** [Incorrect Billing Address]
- **Correct Billing Address:** [Correct Billing Address]

I kindly request you to update your records with the correct billing address mentioned above to ensure that all future invoices and correspondence are sent to the right location.

Your prompt attention to this matter will be highly appreciated and will help avoid any further inconvenience.

Please confirm once my address has been successfully updated in your system. Should you require any further information or documentation to process this request, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]