[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear Sir/Madam,

This letter is to inform you that starting 'Date', our billing address will change from 'Previous Billing address' to:

Location,  
City,  
Telephone number

Please update our current details. If you have any questions please contact us on our email address 'xxx@xxx.com' or our telephone number, 'xxx-xxxx-xxx'. Thank you for your time.

Sincerely,

Name of Client.