**Subject:** My billing address has changed, please update your records

Dear Friends and Family,

I wanted to inform you that I have changed my primary billing address to **[insert your personalized billing** **address]**. Please update my contact information in your address book and direct your messages to my new billing address.

Some mail programs allow you to instantly add my address by right clicking on my address in the 'From' line above.

Your messages are important to me, thanks for keeping my information up to date.

Sincerely,
**[Your Name]**
**[Your email address]**