

[Your Bank's Letterhead]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Bank Statement for [Account Number]

We hope this letter finds you well. Please find below the summarized bank statement for your account [Account Number] for the period of [Start Date] to [End Date].

Account Holder: [Customer's Name]

Account Number: [Account Number]

Statement Period: [Start Date] to [End Date]

****Transaction Summary:****

Date	Description	Debit (\$)	Credit (\$)	Balance (\$)
-----	-----	-----	-----	-----

[Date]	[Transaction Detail]	[Amount]	[Amount]	[Balance]
[Date]	[Transaction Detail]	[Amount]	[Amount]	[Balance]
...

****Closing Balance:**** [Closing Balance Amount]

If you have any questions or require further assistance regarding your account, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for banking with us.

Sincerely,

[Your Name]

[Your Position]

[Bank Name]