

[Your Bank's Logo]  
[Bank's Name]  
[Bank's Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Website]  
[Date]

[Customer's Name]  
[Customer's Address]  
[City, State, Zip Code]

Dear [Customer's Name],

Subject: Bank Statement for [Account Number]

We are writing to provide you with your bank statement for the period of [Start Date] to [End Date]. Please find below your account summary and transaction details.

**\*\*Account Summary:\*\***

- Account Number: [Account Number]
- Account Type: [Account Type]
- Opening Balance: \$[Opening Balance]
- Total Deposits: \$[Total Deposits]
- Total Withdrawals: \$[Total Withdrawals]
- Closing Balance: \$[Closing Balance]

**\*\*Transaction Details:\*\***

Date	Description	Debit	Credit	Balance
[Date1]	[Transaction Description1]	\$[Debit1]	\$[Credit1]	\$[New Balance1]
[Date2]	[Transaction Description2]	\$[Debit2]	\$[Credit2]	\$[New Balance2]
[DateN]	[Transaction DescriptionN]	\$[DebitN]	\$[CreditN]	\$[New BalanceN]

If you have any questions regarding your bank statement or any transactions listed, 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's Name]  
[Contact Information]  
[Disclaimer, if any]