

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date: MM/DD/YYYY]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
Account Number: [Account Number]
Billing Statement for [Billing Period]
[Content of the billing statement or any important information you wish
to communicate.]
Thank you for your prompt attention to this matter. If you have any
questions, please do not hesitate to contact us.
Sincerely,
[Your Name]
[Your Position]
[Your Company]