

[Your Company Letterhead]

[Date]

RJ Smith

[Address]

[City, State, Zip Code]

Subject: Statement of Account

Dear RJ Smith,

We are providing you with your statement of account as of [Statement Date]. Please find the details below:

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

- **\*\*Account Number:\*\*** [Account Number]

- **\*\*Current Balance:\*\*** [Current Balance]

**\*\*Transaction History:\*\***

Date	Description	Amount	Balance	
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[Date]	[Transaction Detail]	[ Amount]	[Balance After]	
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[Date]	[Transaction Detail]	[ Amount]	[Balance After]	
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[Date]	[Transaction Detail]	[ Amount]	[Balance After]	
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Total Debits: [Total Debits]

Total Credits: [Total Credits]

If you have any questions regarding this statement, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Company Website]

[Enclosures: if applicable]