

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Statement of Account  
I hope this letter finds you well. Please find below the statement of account for [insert the relevant period].  
\*\*Account Holder:\*\* [Your Name or Company Name]  
\*\*Account Number:\*\* [Your Account Number]  
\*\*Balance as of [Date]:\*\* \$[Balance Amount]  
\*\*Transaction Summary:\*\*  
- Date: [Transaction Date] | Description: [Transaction Description] | Amount: \$[Transaction Amount]  
- Date: [Transaction Date] | Description: [Transaction Description] | Amount: \$[Transaction Amount]  
- Date: [Transaction Date] | Description: [Transaction Description] | Amount: \$[Transaction Amount]  
[Add additional transactions as necessary]  
\*\*Total Amount Due:\*\* \$[Total Amount Due]  
\*\*Due Date:\*\* [Due Date]  
If you have any questions or require further information, please do not hesitate to contact me.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title] (if applicable)  
[Your Company Name] (if applicable)