

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Statement of Account

We hope this letter finds you well. Please find below the statement of account for [Specify the period, e.g., "the month of October 2023"].

| Date | Description | Amount |

| [Date] | [Transaction Detail] | [Amount] |

| [Date] | [Transaction Detail] | [Amount] |

| [Date] | [Transaction Detail] | [Amount] |

| ... | ... | ... |

| Total: | | [Total Amount] |

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]