

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Website]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Statement of Account

We are writing to provide you with your statement of account as of [Date]. Please find below the details of your transactions and current balance.

****Account Summary****

Account Number: [Account Number]

Customer ID: [Customer ID]

****Transaction Details:****

Date	Description	Amount	Balance
[Date 1]	[Transaction 1]	[Amount 1]	[Balance after 1]
[Date 2]	[Transaction 2]	[Amount 2]	[Balance after 2]
[Date 3]	[Transaction 3]	[Amount 3]	[Balance after 3]
...

****Current Balance:**** [Current Balance]

If you have any questions or concerns about your statement, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Optional: Attachments, if any]