

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Statement of Account

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

- Account Number: [Account Number]

- Opening Balance: [Opening Balance]

- Transactions:

- [Date] - [Description] - [Amount]

- [Date] - [Description] - [Amount]

- Closing Balance: [Closing Balance]

If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]