

[Your Company Letterhead]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Statement of Account
Dear [Recipient's Name],
We hope this letter finds you well.
Please find below the detailed statement of your account with us for the
period of [start date] to [end date].
Account Summary:
- Account Number: [Account Number]
- Customer ID: [Customer ID]
Transactions:
| Date | Description | Debit (\$) | Credit (\$) | Balance (\$) |
|-----|-----|-----|-----|-----|
--|
| [Date 1] | [Description 1] | [Amount] | [Amount] | [Balance] |
| [Date 2] | [Description 2] | [Amount] | [Amount] | [Balance] |
| [Date 3] | [Description 3] | [Amount] | [Amount] | [Balance] |
Total:
- Total Debits: [Total Amount]
- Total Credits: [Total Amount]
- Current Balance: [Balance Amount]
If you have any questions or need further clarification regarding this
statement, please do not hesitate to contact us at [Your Contact
Information].
Thank you for your continued partnership.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Contact Information]