

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
Subject: Statement of Account
I hope this letter finds you well.
Please find below the statement of account for your review:
Account Holder Name: [Name]
Account Number: [Account Number]
Statement Period: [Start Date] to [End Date]
1. **Opening Balance:** [Amount]
2. **Transactions:**
 a. [Date] - [Description] - [Amount]
 b. [Date] - [Description] - [Amount]
 c. [Date] - [Description] - [Amount]
3. **Total Credits:** [Amount]
4. **Total Debits:** [Amount]
5. **Closing Balance:** [Amount]
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)