

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Statement of Account

Dear [Recipient's Name],

We hope this letter finds you well.

Please find enclosed the statement of account for [specific account or period] as requested. This document outlines all transactions, balances, and any outstanding amounts due.

[Optional paragraph to explain any discrepancies or important notes about the account.]

We kindly ask you to review the statement and contact us at [your phone number] or [your email address] should you have any questions or require further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosure: Statement of Account]