

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 for the period ending [Date]. Below is a detailed summary of your transactions and current balance.

**\*\*Account Summary\*\*:**

- Account Number: [Account Number]
- Previous Balance: \$[Previous Balance]
- Total Charges: \$[Total Charges]
- Total Payments: \$[Total Payments]
- Current Balance: \$[Current Balance]

**\*\*Transaction Details\*\*:**

| Date   | Description          | Amount     | Balance         |
|--------|----------------------|------------|-----------------|
| [Date] | [Transaction Detail] | \$(Amount) | \$(New Balance) |
| [Date] | [Transaction Detail] | \$(Amount) | \$(New Balance) |
| [Date] | [Transaction Detail] | \$(Amount) | \$(New Balance) |

Please review this statement and let us know if you have any questions or require further clarification regarding your account.

Thank you for your continued business.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]