

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Statement of Account
I hope this message finds you well.
We are writing to provide you with your current statement of account as
of [Date]. Please find the details below:
Account Summary
- Account Number: [Account Number]
- Opening Balance: [Opening Balance]
- Transactions:
 - Date: [Transaction Date] | Description: [Description] | Amount:
 [Amount]
 - Date: [Transaction Date] | Description: [Description] | Amount:
 [Amount]
 - Date: [Transaction Date] | Description: [Description] | Amount:
 [Amount]
Closing Balance
- Total: [Closing Balance]
If you have any questions regarding this statement or any transactions,
please do not hesitate to reach out. Thank you for your attention to this
matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]