

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Statement of Account
I hope this message finds you well. Enclosed is your statement of account
for the period of [Start Date] to [End Date].
Account Summary:
Account Number: [Account Number]
Balance as of [Date]: [Balance Amount]
Transactions:
- [Date] - [Description] - [Amount]
- [Date] - [Description] - [Amount]
Total Amount Due: [Total 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 Position]
[Your Company]