

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Statement of Account

I hope this message finds you well. Please find below the statement of account for [Account Number/Identifier] as of [Date].

****Account Summary****

- Opening Balance: \$[Amount]
- Total Debits: \$[Amount]
- Total Credits: \$[Amount]
- Closing Balance: \$[Amount]

****Transaction Details****

Date	Description	Debit (\$)	Credit (\$)	Balance (\$)
-----	-----	-----	-----	-----
[Date]	[Transaction Name]	[Amount]		[Balance]
[Date]	[Transaction Name]		[Amount]	[Balance]
[Date]	[Transaction Name]	[Amount]		[Balance]

If you have any questions regarding this statement or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]