

[Your Company's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Statement of Account
We are writing to provide you with your statement of account as of [Statement Date]. Below, you will find a summary of your account activity:
Account Number: [Account Number]
Customer ID: [Customer ID]
Date	Description	Charges	Payments	Balance

[Date1]	[Description1]	[Charge1]	[Payment1]	[Balance1]
[Date2]	[Description2]	[Charge2]	[Payment2]	[Balance2]
[Date3]	[Description3]	[Charge3]	[Payment3]	[Balance3]
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	Total	[TotalCharges]	[TotalPayments]	[TotalBalance]
If you have any questions regarding this statement or your account, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].
Thank you for your continued business.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Contact Information]