

[Your Company Letterhead]

[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

We hope this letter finds you well. Please find below the statement of your account with us as of [Date].

****Account Information****

- Account Number: [Account Number]

- Customer Name: [Customer Name]

****Statement Details****

Date	Description	Charges	Payments	Balance
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[Date]	[Transaction Description 1]	[Charge]	[Payment]	[Balance]
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[Date]	[Transaction Description 2]	[Charge]	[Payment]	[Balance]
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[Date]	[Transaction Description 3]	[Charge]	[Payment]	[Balance]
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****Total Amount Due**:** [Total Amount]

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]