

Retirement Account Statement

Date: [Insert Date]

To: [Beneficiary's Name]

[Beneficiary's Address]

Dear [Beneficiary's Name],

This letter is to confirm the current balance of your retirement account as of [Insert Date]. Below are the details of your account:

Account Number	[Account Number]
Current Balance	[\$[Current Balance]]
Account Type	[Account Type]
Last Transaction Date	[Last Transaction Date]

If you have any questions regarding this statement or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]