

Annual Account Statement

Date: [Insert Date]

To,

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

We are pleased to provide you with your yearly account statement for the period ending [Insert Period].

Account Summary

Transaction Date	Description	Credits	Debits	Balance
[Date]	[Description]	[Credit Amount]	[Debit Amount]	[Balance]

Yearly Overview

Total Credits: [Total Credit Amount]

Total Debits: [Total Debit Amount]

Ending Balance: [Ending Balance]

Thank you for being a valued beneficiary. If you have any questions regarding your account, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]