

Account Statement Summary

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We hope this letter finds you well. Please find below the summary of your business account statement for the period ending [Insert Period End Date].

Account Summary

Description	Amount
Opening Balance	[\$[Insert Amount]]
Total Deposits	[\$[Insert Amount]]
Total Withdrawals	[\$[Insert Amount]]
Closing Balance	[\$[Insert Amount]]

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

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company]