

Dear [Recipient's Name],

We hope this message finds you well. Please find attached the billing statement for your reference. This statement outlines the details of your recent transactions and any outstanding balances.

If you have any questions or concerns regarding this statement, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]