

# Account Activity Recap

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. Below is a recap of your account activity for the period of [Start Date] to [End Date].

## Account Summary

- **Account Balance:** \$[Current Balance]
- **Deposits:** \$[Total Deposits]
- **Withdrawals:** \$[Total Withdrawals]
- **Transaction Count:** [Number of Transactions]

## Recent Transactions

Date	Description	Amount
[Transaction Date]	[Transaction Description]	[\$[Transaction Amount]]

If you have any questions regarding your account activity, please do not hesitate to reach out to us.

Thank you for banking with us!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]