

Account Activity Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Account Activity Report for [Account Number]

Dear [Recipient's Name],

We are writing to provide you with the activity report for your account number [Account Number] for the period of [Start Date] to [End Date]. Below are the details of the transactions:

Date	Description	Amount	Balance
[Transaction Date 1]	[Transaction Description 1]	[Transaction Amount 1]	[New Balance 1]
[Transaction Date 2]	[Transaction Description 2]	[Transaction Amount 2]	[New Balance 2]

Your current account balance as of [End Date] is: [Current Balance]

If you have any questions regarding this report, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]