

# Statement of Account

**Date:** [Insert Date]

**To:**

[Client Name]

[Client Address]

[City, State, ZIP]

Dear [Client Name],

We are pleased to provide you with your statement of account for transportation services rendered. Below you will find the details of your account:

## Account Summary

<b>Date</b>	<b>Description</b>	<b>Amount</b>
[Date of Service]	[Service Description]	[Amount]
[Date of Service]	[Service Description]	[Amount]
<b>Total</b>		<b>[Total Amount]</b>

Please make your payment by [Due Date] to avoid any late fees. If you have any questions about your account, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Your Company Name] for your transportation needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]