

End-of-Year Account Summary

Date: [Insert Date]

Account Holder: [Insert Name]

Account Number: [Insert Account Number]

Summary of Account Activity

Dear [Insert Name],

We are pleased to provide you with the summary of your account activity for the year ending [Insert Year]. Below are the details of your transactions:

Date	Description	Debit	Credit	Balance
[Insert Date]	[Insert Description]	[Insert Debit]	[Insert Credit]	[Insert Balance]

Year-End Summary

Total Deposits: [Insert Total Deposits]

Total Withdrawals: [Insert Total Withdrawals]

Ending Balance: [Insert Ending Balance]

Thank you for your continued trust in us. Should you have any questions regarding your account summary, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]