

# Monthly Balance Summary

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to provide you with your monthly balance summary for the period ending [Insert End Date]. Below are the details of your accounts:

## Account Summary

Account Type	Opening Balance	Deposits	Withdrawals	Closing Balance
Checking Account	[\$Amount]	[\$Amount]	[\$Amount]	[\$Amount]
Savings Account	[\$Amount]	[\$Amount]	[\$Amount]	[\$Amount]
Investment Account	[\$Amount]	[\$Amount]	[\$Amount]	[\$Amount]

## Total Balance

Your total balance across all accounts is: **[\$Total Amount]**

If you have any questions, feel free to contact us.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]