

Statement of Account

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to provide you with your statement of account for the period ending [End Date].
Below is the summary of your account activity:

Date	Description	Amount	Balance
[Transaction Date]	[Transaction Description]	[Transaction Amount]	[Current Balance]

Your current balance is: [Total Balance]

If you have any questions regarding this statement, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]