

# Balance Statement

Date: **[Date]**

To: **[Recipient's Name]**

Address: **[Recipient's Address]**

## Account Summary

Account Number: **[Account Number]**

Account Type: **[Account Type]**

## Current Balance

Total Balance: **[Total Balance]**

## Transactions

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b>[Transaction Date]</b>	<b>[Transaction Description]</b>	<b>[Transaction Amount]</b>

## Closure Information

As per your request, this statement is provided prior to the closure of your account. Please ensure that all transactions are settled before closure.

## Contact Information

If you have any questions, please contact us at:

Email: **[Email Address]**

Phone: **[Phone Number]**

Thank you for your attention.

Best Regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**