

# Shareholder Account Statement Explanation

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We hope this message finds you well. We are writing to provide you with an explanation of your recent account statement.

Your account statement for the period ending [Insert Date] reflects the following key information:

- **Opening Balance:** [Insert Amount]
- **Total Shares Held:** [Insert Number of Shares]
- **Total Dividends Paid:** [Insert Amount]
- **Closing Balance:** [Insert Amount]

Please note that any discrepancies in your account statement can be addressed by contacting our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your continued support and investment in [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]