

# Account History Summary

Date: [Insert Date]

To: [Recipient Name]

Account Number: [Account Number]

## Account Summary

Dear [Recipient Name],

We are pleased to provide you with a summary of your account history for the period of [Start Date] to [End Date]. Below are the details of your account activity during this timeframe:

Date	Description	Transaction Amount	Balance
[Transaction Date 1]	[Description 1]	[Amount 1]	[Balance 1]
[Transaction Date 2]	[Description 2]	[Amount 2]	[Balance 2]

**Total Balance: [Total Balance]**

If you have any questions regarding this summary, please feel free to contact us at [Contact Information].

Thank you for your continued business.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]