

Client Payment Statement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Invoice Number: [Insert Invoice Number]

Payment Summary

Payment Date	Description	Amount	Balance
[Insert Payment Date]	[Insert Description]	[Insert Amount]	[Insert Balance]

Total Amount Due

[Insert Total Amount Due]

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

Thank you for your prompt payment!

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]