Customer Credit Balance Statement

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Account Number: [Insert Account Number]

Credit Balance Summary

Description	Amount
Previous Balance	[Insert Previous Balance]
Payments Received	[Insert Payments Amount]
New Charges	[Insert New Charges]
Total Credit Balance	**[Insert Total Credit Balance]**

If you have any questions regarding your credit balance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for being a valued customer!

Sincerely,
[Your Company Name]
[Your Company Contact Information]