Credit Card Account Balance Summary

Date: [Insert Date]

Account Holder: [Insert Name]

Account Number: **** **** **** [Last 4 Digits]

Account Summary

Description	Amount
Total Balance	$[Total Balance]
Available Credit	$[Available Credit]
Minimum Payment Due	$[Minimum Payment]
Payment Due Date	[Insert Due Date]

Transaction Summary

Date	Description	Amount
[Transaction Date]	[Transaction Description]	$[Transaction Amount]

Please ensure to make your payment on or before the due date to avoid late fees.

Thank you for being a valued customer!