

Account Summary

Date: [Insert Date]

Dear [Cardholder's Name],

We are pleased to provide you with a summary of your credit card account for the period ending [Insert Date]. Below are the key details:

Account Information

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

Account Type: [Type of Card]

Summary of Transactions

- Total Purchases: \$[Total Amount]
- Total Payments: \$[Total Payments]
- Balance Due: \$[Current Balance]
- Credit Limit: \$[Credit Limit]

Payment Due

Next Payment Due Date: [Insert Date]

Minimum Payment: \$[Minimum Payment]

Rewards Summary

Total Rewards Earned: [Total Rewards Points]

Thank you for choosing [Your Company Name]. For any questions or assistance, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

[Your Company Name]

[Your Contact Information]