

Yearly Billing Statement Recap

Date: **[Date]**

Dear **[Customer Name]**,

Thank you for being a valued customer. Below is your yearly billing statement recap for the period of **[Start Date]** to **[End Date]**.

Billing Summary

Invoice Number	Date	Amount	Status
[Invoice #1]	[Date #1]	[Amount #1]	[Status #1]
[Invoice #2]	[Date #2]	[Amount #2]	[Status #2]

Total Amount Billed

[Total Amount]

Payment Details

For your convenience, the payment for the outstanding balance can be made via **[Payment Methods]**.

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

Thank you for your continued support!

Sincerely,

[Your Company Name]