Billing Statement Overview

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Summary

Account Number: [Account Number]

Billing Period: [Start Date] to [End Date]

Charges Summary

Description	Amount
Service Fee	$[Amount]
Tax	$[Tax Amount]
Late Fee	$[Late Fee Amount]
Total Charges	**$[Total Amount]**

Payment Information

Due Date: [Due Date]

Payment Options: [Payment Options]

Contact Information

If you have any questions, please contact us at:

Phone: [Customer Service Phone]

Email: [Customer Service Email]

Thank you for your prompt payment.