

Statement of Account Sample Letter

XYZ Solutions Inc.

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Techville, Innovation State, 54000

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+1 (555) 123-4567

July 12, 2024

Customer Name: ABC Manufacturing

Customer Address: 789 Industrial Road, Factory Town, Production State, 63000

Customer Account Number: 987654321

Dear ABC Manufacturing,

Subject: Statement of Account

We are writing to provide you with a statement of your account to keep you informed about the recent transactions and the current balance. Please find the details of your account below:

Date	Description	Invoice Number	Debit	Credit	Balance
2024-06-01	Invoice for IT Support	20240601	\$2,000.00		\$2,000.00
2024-06-15	Payment Received			\$1,000.00	\$1,000.00

2024-06-20	Invoice for Software Update	20240620	\$1,500.00		\$2,500.00
2024-07-01	Payment Received			\$1,500.00	\$1,000.00

Total **\$3,500.00** **\$2,500.00** **\$1,000.00**

Current Balance as of July 12, 2024: \$1,000.00

Should you have any queries regarding this statement, please do not hesitate to contact us at the details provided above.

We appreciate your prompt attention to this statement and look forward to continuing our business relationship. Thank you for your continued patronage.

Warm regards,

John Doe
Account Manager
XYZ Solutions Inc.
+1 (555) 123-4567