

STATEMENT OF ACCOUNT

FROM
[Business Name]
[Address]
[Email] · [Phone]

BILL TO
[Customer Name]
[Company]
[Address]

Statement Date: [DATE] Account No.: [ACC-0001] Period: [FROM] – [TO]

Date	Description	Charges	Payments	Balance
[DATE]	Opening balance	—	—	0.00
[DATE]	Invoice [INV-0001]	0.00	—	0.00
[DATE]	Payment received — thank you	—	0.00	0.00

TOTAL BALANCE DUE	0.00
------------------------------	-------------

Notes & Terms

Please pay the total balance due by [DUE DATE]. Queries regarding this statement should be raised within [NUMBER] days.