

Customer Statement

Use this **customer statement template** to provide a clear summary of transactions along with a detailed payment history section. It helps businesses maintain transparent communication with clients by displaying invoices, payments, and outstanding balances in one document. Customize the template to enhance your financial reporting and improve customer relations.

Customer Information

Name		Statement Date	
Address		Account Number	

Summary

Previous Balance	
Total Invoices	
Total Payments	
Outstanding Balance	

Payment History

Date	Description	Invoice #	Debit	Credit	Balance
2024-05-15	Invoice Issued	INV-12345	\$500.00	-	\$500.00
2024-05-20	Payment Received	PAY-54321	-	\$300.00	\$200.00

Thank you for your business. If you have any questions regarding this statement, please contact our accounting department.