

Customer Statement Template for Recurring Services

A **customer statement template** for recurring services simplifies billing by clearly outlining regular charges and payment schedules. It enhances transparency and helps customers easily track their subscription status. Using a consistent format ensures efficient communication and timely payments.

Customer Details

Customer Name: _____
Account Number: _____
Email Address: _____
Phone Number: _____

Service & Billing Information

Statement Period	Service Description	Frequency	Amount	Payment Due Date	Status
MM/DD/YYYY - MM/DD/YYYY	[Service Name/Description]	Monthly	\$ _____	MM/DD/YYYY	[Paid/Unpaid]

Payment Instructions

Please remit payment by the due date to avoid interruption of service. You can pay via [Bank Transfer / Credit Card / Online Portal]. For questions, contact our support team at [Contact Email/Phone].

Account Summary

Total Amount Due: \$ _____
Past Due Amount: \$ _____
Next Payment Date: MM/DD/YYYY

Thank you for your continued subscription. Please reach out with any questions or concerns.