

Payment Statement

This **payment statement template** is designed to clearly outline both partial and full settlement transactions, ensuring accurate financial records. It provides a structured format for detailing payment amounts, dates, and remaining balances, enhancing transparency. Ideal for businesses managing diverse payment arrangements with clients.

Client Information

Client Name	
Account Number	
Statement Date	

Payment Details

Payment Date	Description	Amount Paid	Type	Remaining Balance
	Partial Settlement		Partial	
	Full Settlement		Full	

Notes or Additional Information

Authorized Signature

Date: _____