

## Official Bank Letter Head

Name of Bank,  
Registration number,  
Address,  
Telephone number,  
email address,  
web address

**Example**  
**Bank Statement Letter**

Account holder:

*Name and registered address,  
Eventually email address.*

### Account summary:

Openings Balance	00,000.00 Euro
Payments in	00,000.00 Euro
Payments out	00,000.00 Euro
Closing Balance	00,000.00 Euro
Arranged Overdraft Limit	00,000.00 Euro

*'Date from' to 'Date to'*

Bank Account Number

xxx-xxxxxx-xxxx-xxxxx-xxxx

Branch Identifier Code

xxxXXXxxxXXXxx

Account Name

*Typically, 'Account Holder Name'*

Sort Code

xx-xx-xx

Account No.

xxxxxxxxx

Sheet No.

xx

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### Your Business Account details

Date	Payment type and details	Paid out	Paid in	Ballabce
<b>Date</b>	<b>Balance brought forward</b>			<b>00,000.00</b>
Date	Payment xxxxxxxx	00,000.00		00,000.00
Date	Payment xxxxxxxx		00,000.00	00,000.00
Date	Payment xxxxxxxx	00,000.00		00,000.00
Date	Payment xxxxxxxx		00,000.00	00,000.00
Date	Payment xxxxxxxx	00,000.00		00,000.00
Date	Payment xxxxxxxx		00,000.00	00,000.00
<b>Date</b>	<b>Balance carried forward</b>			<b>00,000.00</b>

Typically followed by:

Information on type of account.

Credit and debit interest rates.

Bank Standard Account Conditions.