

Date: [Insert Date]

Reference Number: [Insert Reference/Account Number]

To:

[Buyer Name]

[Buyer Address]

[City, State, Zip Code]

Subject: Statement of Account for Real Estate Purchase Installment

Dear [Buyer Name],

This letter serves as an official statement regarding the installment balance for the purchase of the property described below:

Property Description: [Insert Property Address/Lot & Block Number]

Total Purchase Price: [Insert Amount]

Effective Date of Statement: [Insert Date]

Description	Amount
Total Contract Price	[Amount]
Less: Down Payment Received	([Amount])
Less: Total Principal Paid to Date	([Amount])
Add: Accrued Interest (if applicable)	[Amount]
Add: Late Fees/Other Charges	[Amount]
Remaining Outstanding Balance	[Total Amount]

Next Payment Details:

Amount Due: [Amount]

Due Date: [Date]

Please ensure that all payments are made according to the agreed schedule. If you have any questions regarding this statement or notice any discrepancies, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Name of Seller/Company Name]

[Title/Position]