

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**RE: Fulfillment of Request for Itemized Statement - Account #[Account Number]**

Dear [Customer Name],

We are writing in response to your inquiry dated [Date of Dispute/Request] regarding the outstanding balance on your account. In accordance with your request for clarification, please find the enclosed itemized statement for [Invoice Number / Date Range].

This statement provides a detailed breakdown of all charges, including:

- Dates of service or purchase
- Description of goods or services provided
- Individual costs for each line item
- Payments or credits already applied to the account
- The remaining total balance due

We have reviewed the charges and confirmed that they are accurate based on our records. Based on this documentation, the total amount currently due is \$[Amount].

Please review the attached statement. If you find this information satisfactory, we kindly request that you remit payment by [Due Date] to keep your account in good standing. You may pay via [Payment Methods, e.g., online portal, check, phone].

If you have further questions or if you believe there is still a discrepancy after reviewing the itemized list, please contact our Billing Department at [Phone Number] or [Email Address] so we can resolve this matter promptly.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Company Name]

**Enclosure:** Itemized Statement of Account