

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

[Date]

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

Account Number: [Account Number]
Billing Period: [Start Date] to [End Date]

Dear [Customer Name],

Thank you for being a valued customer. Please find the summary of your monthly billing statement below, including applied discounts.

Description of Service	Standard Rate
[Service Name 1]	[\$[0.00]]
[Service Name 2]	[\$[0.00]]
Subtotal	[\$[0.00]]
Discount Applied ([Discount Name/Code])	- \$[0.00]
Total Amount Due	[\$[0.00]]

Payment Due Date: [Date]

Please remit payment via [Payment Method: Online Portal/Check/Bank Transfer]. If you have any questions regarding your bill or the discounts applied to your account, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Company Name]