

Request for Payment Record Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request verification of payment records associated with my account, [Your Account Number or Reference], for the period of [Specify Time Period].

Due to [reason for request, e.g., discrepancies in my personal records, need for audit purposes], I would appreciate your assistance in providing a detailed breakdown of all transactions recorded during this period.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]