

Letter of Demand for Payment History Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a complete history of my payment documentation associated with my account, numbered [Insert Account Number].

As a valued customer, I would appreciate if you could provide me with the following information:

- All transaction details for the period of [Start Date] to [End Date].
- Copies of all invoices issued.
- Records of any payments received.

Please send the requested documentation to my address mentioned above or via email at [Insert Email Address] by [Insert Deadline, e.g., 14 days from the date of this letter].

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

Sincerely,

[Your Name]