

Request for Payment History Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a statement of my payment history with [Company Name] for the period of [Specify Period]. The details of my account are as follows:

Account Number: [Your Account Number]

Name on Account: [Your Name]

Thank you for your attention to this matter.

Sincerely,

[Your Name]