

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Company Name  
Company Address  
City, State, ZIP Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed record of my payment history with [Company Name]. My account information is as follows:

Account Number: [Your Account Number]  
Name on Account: [Your Name]

I would appreciate it if you could provide me with the records from [start date] to [end date]. If there are any forms or identification required to process this request, please let me know.

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

Sincerely,  
[Your Name]