

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 am writing to formally request a comprehensive payment history related to my account #[Your Account Number], maintained under the name [Your Name]. This request includes all transactions, payments, and any outstanding balances from the beginning of our business relationship to the present date.

For your records, my account details are as follows:

- Account Holder: [Your Name]
- Account Number: [Your Account Number]
- Date of Account Opening: [Date]

Thank you for your prompt attention to this matter. I kindly ask that you send the requested information to my email address or at the mailing address listed above. If you have any questions or require further details, please feel free to contact me at [Your Phone Number].

Sincerely,  
[Your Name]