

Request for Payment History Verification

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request verification of my payment history with [Company Name]. My account details are as follows:

Account Number: [Insert Account Number]

Account Holder Name: [Your Name]

Date Range: [Start Date] to [End Date]

Due to [reason for request, e.g., auditing purposes, loan application, etc.], I would appreciate your assistance in providing a detailed report of my payment history during the aforementioned period.

Please let me know if you require any additional information or documentation to facilitate this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]