

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[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 request a detailed payment history for my account ([Account Number or Reference]) with your company. This information is essential for my personal reconciliation efforts.

Specifically, I would appreciate it if you could provide the payment dates, amounts, and any invoices associated with each transaction. If possible, I would prefer this information in a summary format to facilitate easier tracking.

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

Sincerely,

[Your Name]
[Your Position (if applicable)]