

# Payment History Request for Budgeting Assistance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of my payment history with [Company/Organization Name] for the period of [Insert Timeframe]. This information is essential for me to accurately assess my financial situation and develop a budget that will allow me to manage my expenses effectively.

Please include details of all payments made, including dates, amounts, and any outstanding balances. If possible, I would appreciate receiving this information by [Insert Requested Date], as it will greatly assist me in my budgeting efforts.

Thank you for your attention to this matter. If you need any further information to process my request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]