

# Payment History Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a detailed payment history regarding my account [Account Number], as I am currently in the process of disputing a transaction.

Please provide a comprehensive statement of all transactions, including dates, amounts, and the nature of each payment, as well as any outstanding balances. This information is crucial for resolving the ongoing dispute effectively.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]