

# Request for Payment History

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the end of the year, I would like to request a comprehensive payment history for account number [Account Number] for the period of [Start Date] to [End Date]. This information is crucial for our annual review and financial planning.

Please include all relevant transactions and any outstanding payments, if applicable.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]