

Payment History Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a detailed payment history for my account with [Company/Organization Name] for the period of [insert time frame]. This information is necessary for my financial statement verification process.

Please include all relevant details, including payment dates, amounts, and any outstanding balances. If possible, I would appreciate receiving this information at your earliest convenience.

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

Sincerely,

[Your Name]