

## **Subject: Request for Comprehensive Dividend History Statement**

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a comprehensive dividend history statement for my investment account with [Company's Name]. My account number is [Your Account Number].

As a valued shareholder, I believe receiving a detailed statement will greatly assist me in understanding my investment's performance and managing my financial planning effectively.

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

Sincerely,  
[Your Name]