

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Historical Dividend Payout Information**

Dear [Company Representative's Name],

I am writing to formally request historical dividend payout information for the period of [insert specific years or time frame]. As a shareholder of [insert company name or stock symbol], I seek to obtain detailed records of the dividends distributed during this period.

The specific information I am looking for includes:

- Dates of dividend declaration
- Dividend amounts per share
- Payment dates

This information is crucial for my financial records and investment analysis. I would appreciate your prompt attention to this matter and a response within [insert desired timeframe] days.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]