

Request for Historical Dividend Payment Breakdown

Date: [Insert Date]

[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. I am writing to formally request a breakdown of historical dividend payments made by [Company Name] for the period of [insert date range]. As an interested stakeholder, having access to this information is crucial for my financial records and analysis.

Specifically, I would appreciate details regarding the following:

- Date of dividend payment
- Amount of each dividend payment
- Dividend declaration date

If possible, please provide the requested information by [insert deadline]. Should you require any further information or clarification, do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]