

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed history of dividends for my account with [Company's Name]. My account number is [Your Account Number].

For my records and financial planning, I would appreciate receiving a comprehensive report detailing all dividends paid to my account, including dates, amounts, and any relevant information pertaining to these transactions.

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

Sincerely,

[Your Name]