

Request for Previous Dividend Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request records of the dividends paid to me as a shareholder of [Company's Name] for the past [insert number of years] years. This information is essential for my financial records and tax purposes.

Please provide the details of the dividend distributions, including dates and amounts. If there are any forms or procedures I need to complete to obtain this information, kindly let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]