

Payment Record Request

Client Name: [Client Name]

Client Address: [Client Address]

Date: [Current Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a record of my payment history with your company for the period of [Start Date] to [End Date]. This information is needed for my personal records and financial planning.

My account details are as follows:

- Account Number: [Account Number]
- Email Address: [Client Email]

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

Sincerely,

[Client Name]

[Client Phone Number]